



**Contract Period: December 5, 2005-December 4, 2025**

**Business Size: Small Business**

**Price list current as of Modification #PS-**

**A812 effective February 12, 2020 and**

**PO-0020 effective December 5, 2020**

**10705 Kahlymeyer Drive**

**Saint Louis, Missouri 63132**

**[www.reelimpact.com](http://www.reelimpact.com)**



**Department of Energy  
Awards Ceremony  
Washington, DC**



**US Army  
Training Workshop  
Charlotte, NC**



**Dept. of the Treasury  
Public Hearing  
Chicago, IL**



**Dept. of Veterans Affairs  
Medical Training  
Orlando, FL**



**Dept. of Veterans Affairs  
Management Conference  
San Diego, CA**

## **Multiple Award Schedule**

**Federal Supply Group: Professional Services**

**Contract Number: GS-23F-0039S**

**General Services Administration Federal Supply Service**

**Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSA Advantage.gov](http://GSA Advantage.gov). For more information on ordering from Federal Supply Schedule go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*



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**CEO & Executive Producer**

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VA conference in Chicago, IL



HHS Secretary Azar speaks at the  
Better Medicare Alliance's  
Medicare Advantage Summit





# General Contract Information

**1a. Awarded Special Item Numbers:** 512110 Video/Film Production; 561920 Conference Events & Trade Show Planning Services; 541810ODC, OLM

**1b. Lowest price model number and lowest unit price:** See page 31

**1c. Hourly rates/pricing:** See page 5

**2. Maximum order:** \$1,000,000.00

**3. Minimum order:** \$100.00

**4. Geographic coverage (delivery area):** Domestic Only

**5. Point(s) of production (city, county, and state, or foreign country):** St. Louis, MO

**6. Discount from list prices:** Government Net Prices (discounts already deducted.)

**7. Quantity discounts:** 0.75% for task order over \$50,000+; 1% for task order over \$75,000+; 1.25% for task order over \$100,000+; 1.5% for task order over \$200,000+; 2% for task order over \$300,000+

**8. Prompt Payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**9. Foreign items:** None

**10a. Time of Delivery.** To be negotiated at the task order level

**10b. Expedited delivery:** Contact Contract Administrator for specific items.

**10c. Overnight and 2-day delivery:** Overnight delivery is available. Contact Contract Administrator.

**10d. Urgent Requirements:** See contract clause I-FSS-14-B. Agencies can contact the Contract Administrator to obtain faster delivery.

**11. F.O.B point(s):** Destination

**12a. Ordering address(es):** Reel Impact, Inc.  
10705 Kahlymeyer Dr.  
St. Louis, MO 63132

**12b. Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and are found in Federal Acquisition Regulation (FAR) 8.405-3

**13. Payment address(es):** Reel Impact, Inc.  
10705 Kahlymeyer Dr.  
St. Louis, MO 63132

**14. Warranty provision:** Not applicable

**15. Export packing charges:** Not applicable

**16. Terms and conditions of rental, maintenance, and repair:** Not applicable

**17. Terms and conditions of installation:** Not applicable

**18. Terms and conditions of any other services:** Not applicable

**19. List of services and distribution points:** Not applicable

**20. List of participating dealers:** Not applicable

**21. Preventative maintenance:** Not applicable

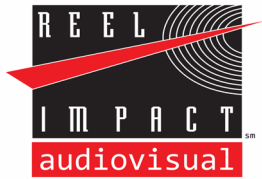
**22a. Special attributes:** Not applicable

**22b. Section 508 Compliance:** REEL IMPACT Inc. offers Section 508 Compliance.

**23. Data Universal Number System (DUNS) number:** 01-593-4458

**24. Contractor maintains active registration in SAM.: Registered - CAGE number 3VVA9**





# Company Overview

*When it comes to your event's audiovisual requirements, you need a provider you can trust to deliver the right technology at a fair price and assure successful, glitch-free presentation. In other words, you want to know you are working with professionals who are experienced in every AV aspect of your particular event.*

*From planning to execution, REEL IMPACT Audiovisual's conference audiovisual support frees meeting planners to concentrate on the attendee experience without worry about technical incidents or issues.*

As audiovisual professionals, we partner with you and become a dependable extension of your team. We provide expertise and a comprehensive range of services, working to anticipate, preempt, and solve technical issues before and during your event.

REEL IMPACT Audiovisual has over 30 years of experience helping government meeting planners worry less about AV. We've worked at hundreds of hotels and convention centers in cities across North America. Meetings we support range in size from 30 to 3000 and typically last 2 or more days.

REEL IMPACT Audiovisual offers competitive pricing that does not include the markup or commissions often included in hotel contracts.

REEL IMPACT's clients are interested in long-term, personalized service. We serve the entire country from our central location with a team of dedicated professionals who are passionate about the event business. Our crews include only attentive, expert, and polite technicians who care about your event. We want the very best results for your event. Our technicians are dedicated to your event, and your event only. You can be assured of our technical expertise and a customer service experience that is professional.

The meeting planners we've worked with consider an event successful if it ran smoothly – without interruption or AV glitches. They plan everything in advance, leaving time at the event to make adjustments where necessary.

REEL IMPACT Audiovisual knows what it takes to provide such an experience – detailed planning, effective communication, and open lines of communication.



Mental health professionals at the Baltimore Marriott Waterfront



# Labor Category Hourly Rates

## Labor Rates for Audiovisual Support

Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
1	561920	ARS Engineer/Programmer	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
2	561920	Audio Engineer	Both	\$74.84	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62
3	561920	Audiovisual Technician	Both	\$74.84	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62
4	561920	Camera Operator	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
5	561920	Computer/PowerPoint Technician	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
6	561920	Computer Technician	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
7	561920	Conference Event Planner - Level 1	Both	\$58.80	\$59.68	\$60.58	\$61.49	\$62.41	\$63.35
8	561920	Conference Event Planner - Level 2	Both	\$133.64	\$135.65	\$137.68	\$139.75	\$141.84	\$143.97
9	561920	Conference Planner Assistant	Both	\$37.42	\$37.98	\$38.55	\$39.13	\$39.72	\$40.31
10	561920	Conference Registrar	Both	\$39.56	\$40.15	\$40.75	\$41.37	\$41.99	\$42.62
11	561920	Executive Producer	Both	\$144.33	\$146.50	\$148.70	\$150.93	\$153.19	\$155.49
12	561920	Lighting Director	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
13	561920	Lighting Technician	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
14	561920	Production Assistant	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
15	561920	Program Manager	Both	\$81.25	\$82.47	\$83.71	\$84.97	\$86.24	\$87.53
16	561920	Projection Technician	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
17	561920	Rigging Technician	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
18	561920	Set & Strike Labor	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
19	561920	Show Director /Manager/ Lead	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18



Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
20	561920	Technical Director / Seamless Switch Operator	Both	\$90.88	\$92.24	\$93.62	\$95.03	\$96.45	\$97.90
21	561920	Technical Show Manager/ Director	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
22	561920	Teleprompter Operator	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
23	561920	Video Engineer	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
24	561920	Videographer (DP)	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
25	561920	Creative Writer/Editor	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
26	561920	Executive Manager	Both	\$133.64	\$135.65	\$137.68	\$139.75	\$141.84	\$143.97
27	561920	Executive Speech Coach	Both	\$155.03	\$157.35	\$159.71	\$162.11	\$164.54	\$167.01
28	561920	Graphic Designer	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
29	561920	On-site Video Editor	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
30	561920	Performance Emcee	Both	\$6949.43	\$7053.67	\$7159.48	\$7266.87	\$7375.87	\$7486.51
31	561920	Presentation Manager	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
32	561920	Producer/Director	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
33	561920	Speech Writer	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
34	561920	Still Photographer	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
35	561920	Transcriptionist	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
36	561920	Warehouse Manager	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59

## Labor Rates for Video Production

Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
37	512110	2D Animator	Both	\$160.37	\$162.78	\$165.22	\$167.70	\$170.21	\$172.77
38	512110	3D Animator	Contractor	\$187.10	\$189.91	\$192.76	\$195.65	\$198.58	\$201.56
39	512110	Administrative Assistant I	Contractor	\$32.07	\$32.56	\$33.04	\$33.54	\$34.04	\$34.55
40	512110	Administrative Assistant II	Contractor	\$42.77	\$43.41	\$44.06	\$44.72	\$45.39	\$46.07
41	512110	Art Director	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
42	512110	Assistant Camera Operator	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
43	512110	Assistant Director - First	Contractor	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
44	512110	Audio Engineer I	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
45	512110	Audio Engineer II	Both	\$64.15	\$65.11	\$66.09	\$67.08	\$68.08	\$69.11
46	512110	Audio Engineer III	Both	\$74.84	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62



Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
47	512110	Audio Technician I	Both	\$42.77	\$43.41	\$44.06	\$44.72	\$45.39	\$46.07
48	512110	Audio Technician II	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
49	512110	Audio Technician III	Both	\$64.15	\$65.11	\$66.09	\$67.08	\$68.08	\$69.11
50	512110	Audio Boom Operator	Both	\$48.11	\$48.83	\$49.57	\$50.31	\$51.06	\$51.83
51	512110	Camera Operator I	Both	\$64.15	\$65.11	\$66.09	\$67.08	\$68.08	\$69.11
52	512110	Camera Operator II	Both	\$74.84	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62
53	512110	Camera Operator III	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
54	512110	Character Generator Operator	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
55	512110	Construction Painter	Both	\$42.77	\$43.41	\$44.06	\$44.72	\$45.39	\$46.07
56	512110	Craft Services	Both	\$37.42	\$37.98	\$38.55	\$39.13	\$39.72	\$40.31
57	512110	Creative Director	Both	\$69.49	\$70.54	\$71.59	\$72.67	\$73.76	\$74.87
58	512110	Director I	Both	\$74.84	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62
59	512110	Director II	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
60	512110	Director III	Both	\$176.41	\$179.05	\$181.74	\$184.47	\$187.23	\$190.04
61	512110	Director IV	Both	\$304.71	\$309.28	\$313.92	\$318.62	\$323.40	\$328.25
62	512110	Director of Photography	Both	\$98.36	\$99.84	\$101.33	\$102.85	\$104.40	\$105.96
63	512110	Director of Photography - HD	Both	\$138.99	\$141.07	\$143.19	\$145.34	\$147.52	\$149.73
64	512110	Director/Technical Director	Both	\$160.37	\$162.78	\$165.22	\$167.70	\$170.21	\$172.77
65	512110	Driver	Both	\$21.38	\$21.70	\$22.03	\$22.36	\$22.69	\$23.04
66	512110	Editor I	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
67	512110	Editor II	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
68	512110	Editor III	Both	\$117.61	\$119.37	\$121.16	\$122.98	\$124.82	\$126.69
69	512110	Editor IV	Both	\$203.14	\$206.18	\$209.28	\$212.42	\$215.60	\$218.84
70	512110	Electrician - Rigging	Both	\$42.77	\$43.41	\$44.06	\$44.72	\$45.39	\$46.07
71	512110	Engineer I	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
72	512110	Engineer II	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
73	512110	Engineer III	Both	\$128.30	\$130.22	\$132.17	\$134.16	\$136.17	\$138.21
74	512110	Executive Producer	Both	\$133.64	\$135.65	\$137.68	\$139.75	\$141.84	\$143.97
75	512110	Gaffer	Both	\$50.25	\$51.00	\$51.77	\$52.55	\$53.33	\$54.13
76	512110	Graphic Designer I	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38



Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
77	512110	Graphic Designer II	Both	\$90.88	\$92.24	\$93.62	\$95.03	\$96.45	\$97.90
78	512110	Graphic Designer III	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
79	512110	Grip	Both	\$48.11	\$48.83	\$49.57	\$50.31	\$51.06	\$51.83
80	512110	Grip - Dolly	Both	\$48.11	\$48.83	\$49.57	\$50.31	\$51.06	\$51.83
81	512110	Grip - Key	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
82	512110	Government Program Manager	Both	\$133.64	\$135.65	\$137.68	\$139.75	\$141.84	\$143.97
83	512110	Health Educator/Trainer	Both	\$6512.55	\$6610.24	\$6709.39	\$6810.03	\$6912.18	\$7015.86
84	512110	Interactive CBT/IMI Programmer - Lead	Both	\$90.88	\$92.24	\$93.62	\$95.03	\$96.45	\$97.90
85	512110	IT Engineer	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
86	512110	Jib Camera Operator	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
87	512110	Lighting Designer	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
88	512110	Lighting Director I	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
89	512110	Lighting Director II	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
90	512110	Lighting Technician	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
91	512110	Location Manager	Both	\$48.11	\$48.83	\$49.57	\$50.31	\$51.06	\$51.83
92	512110	Makeup Artist	Both	\$545.26	\$553.44	\$561.74	\$570.17	\$578.72	\$587.40
93	512110	Media Buyer	Both	\$64.15	\$65.11	\$66.09	\$67.08	\$68.08	\$69.11
94	512110	Media Trainer	Both	\$320.74	\$325.55	\$330.44	\$335.39	\$340.42	\$345.53
95	512110	Multimedia Authoring	Both	\$90.88	\$92.24	\$93.62	\$95.03	\$96.45	\$97.90
96	512110	Producer I	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
97	512110	Producer II	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
98	512110	Producer III	Both	\$122.95	\$124.80	\$126.67	\$128.57	\$130.50	\$132.45
99	512110	Producer IV	Both	\$138.99	\$141.07	\$143.19	\$145.34	\$147.52	\$149.73
100	512110	Production Assistant	Both	\$26.73	\$27.13	\$27.54	\$27.95	\$28.37	\$28.79
101	512110	Production Coordinator	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
102	512110	Production Manager	Both	\$81.25	\$82.47	\$83.71	\$84.97	\$86.24	\$87.53
103	512110	Production Technician I	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
104	512110	Production Technician II	Both	\$85.53	\$86.81	\$88.12	\$89.44	\$90.78	\$92.14
105	512110	Production Technician III	Both	\$106.91	\$108.52	\$110.15	\$111.80	\$113.47	\$115.18
106	512110	Production Technician IV	Both	\$117.61	\$119.37	\$121.16	\$122.98	\$124.82	\$126.69





Item	SINS	Awarded Labor Category	Site	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
107	512110	Project Manager I	Both	\$128.30	\$130.22	\$132.17	\$134.16	\$136.17	\$138.21
108	512110	Project Manager II	Both	\$162.51	\$164.95	\$167.42	\$169.93	\$172.48	\$175.07
109	512110	Researcher	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
110	512110	Script Coordinator	Both	\$37.42	\$37.98	\$38.55	\$39.13	\$39.72	\$40.31
111	512110	Scriptwriter	Both	\$128.30	\$130.22	\$132.17	\$134.16	\$136.17	\$138.21
112	512110	Senior Level Media Consultant	Both	\$320.74	\$325.55	\$330.44	\$335.39	\$340.42	\$345.53
113	512110	Set Decorator	Both	\$57.73	\$58.60	\$59.48	\$60.37	\$61.28	\$62.20
114	512110	Set Designer	Both	\$83.39	\$84.64	\$85.91	\$87.20	\$88.51	\$89.84
115	512110	Soundman	Both	\$64.15	\$65.11	\$66.09	\$67.08	\$68.08	\$69.11
116	512110	Special Effects Tech	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
117	512110	Still Photographer I	Both	\$96.22	\$97.67	\$99.13	\$100.62	\$102.13	\$103.66
118	512110	Still Photographer II	Both	\$149.68	\$151.93	\$154.20	\$156.52	\$158.86	\$161.25
119	512110	Technical Director/ Switcher	Both	\$80.19	\$81.39	\$82.61	\$83.85	\$85.11	\$86.38
120	512110	Teleprompter Operator	Both	\$44.90	\$45.58	\$46.26	\$46.96	\$47.66	\$48.37
121	512110	Transcriptionist	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
122	512110	Video Technician	Both	\$53.46	\$54.26	\$55.07	\$55.90	\$56.74	\$57.59
123	512110	Wardrobe Supervisor	Both	\$42.77	\$43.41	\$44.06	\$44.72	\$45.39	\$46.07
124	512110	Writer I	Both	\$58.80	\$59.68	\$60.58	\$61.49	\$62.41	\$63.35
125	512110	Writer II	Both	\$69.49	\$70.54	\$71.59	\$72.67	\$73.76	\$74.87
126	512110	Writer III	Both	\$90.88	\$92.24	\$93.62	\$95.03	\$96.45	\$97.90
127	512110	Union Voice-over (off-camera)	Both	\$922.61	\$936.45	\$950.50	\$964.75	\$979.23	\$993.91
128	512110	Union Principal Performer/ Actor	Both	\$1074.57	\$1090.69	\$1107.05	\$1123.66	\$1140.51	\$1157.62
129	512110	Non-union Voice-over (off-camera)	Both	\$407.03	\$413.14	\$419.34	\$425.63	\$432.01	\$438.49
130	512110	Non-union Principal Performer/ Actor	Both	\$537.29	\$545.34	\$553.52	\$561.83	\$570.25	\$578.81



# Labor Category Descriptions

## SIN 561920 Event & Trade Show

### Planning Services

#### Audiovisual Labor Category Descriptions

**Job Title: ARS Engineer / Programmer**

**FUNCTIONAL RESPONSIBILITY:** Creates audience response system programs that integrate with PowerPoint and executes programs at conferences. Exports collected data into documents for client use.

**MINIMUM GENERAL EXPERIENCE:** 2 years experience running ARS systems (i.e. integrated with PowerPoint)

**MINIMUM EDUCATION:** Associates degree in computer applications or related field

**Job Title: Audio Assistant**

**FUNCTIONAL RESPONSIBILITY:** Assists the Audio Engineer in running cables, making connections, and setting up the conference sound system. Monitors audio levels and replaces batteries in microphones when needed.

**MINIMUM GENERAL EXPERIENCE:** 2 years experience working with audio mixing consoles.

**MINIMUM EDUCATION:** Associates degree in audio engineering or related field

**Job Title: Audio Engineer**

**FUNCTIONAL RESPONSIBILITY:** Designs the sound system configuration for live events and conferences. Chooses the best microphones, speakers, and cabling structure for the project. Supervises setup of the system onsite. Monitors levels and plays back audio cues.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience working in live event audio.

**MINIMUM EDUCATION:** BA in audio production or related field

**Job Title: Audio Technician**

**FUNCTIONAL RESPONSIBILITY:** Works with the Audio Engineer to design and maintain conference and live event sound systems. Tests wireless frequencies, monitors audio levels, and records live audio.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience working in live event audio. **MINIMUM EDUCATION:** BA in audio production or related field

**Job Title: Audiovisual Technician**

**FUNCTIONAL RESPONSIBILITY:** Integrates projection, computer playback, live sound, and lighting into a full audiovisual system



REEL IMPACT Audiovisual team during a conference

*Worry-free AV™*

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for conferences and live events. May work onsite in any technical role.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience working live events as an audiovisual technician. Working knowledge of professionally recognized audiovisual equipment and computer display settings.

**MINIMUM EDUCATION:** BA in media, information technology, or a related field

**Job Title: Audiovisual Technician – Lead**

**FUNCTIONAL RESPONSIBILITY:** Integrates projection, computer playback, live sound, and lighting into a full audiovisual system for conferences and live events. Supervises audiovisual tech crew onsite to ensure a fluid production.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience working live events as an audiovisual technician. Extensive knowledge of professionally recognized audiovisual equipment and computer display settings.

**MINIMUM EDUCATION:** BA in media, information technology, or a related field

**Job Title: Automation Engineer**

**FUNCTIONAL RESPONSIBILITY:** Creates a system that controls and monitors many or all of the audiovisual components of an event. Oversees implementation and monitoring of that system.

**MINIMUM GENERAL EXPERIENCE:** 8 years experience working in live production automation.

**MINIMUM EDUCATION:** BS in engineering or 8 years experience as an automation engineer for live production

**Job Title: Camera Operator**

**FUNCTIONAL RESPONSIBILITY:** Operates a lockdown or moving camera at a live event or conference. Works with other technicians to send camera feed to projectors for image magnification (I-mag). Engineers the recording of conference footage to tape or a digital format.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a camera operator for film or video with at least some of that experience in live events

**MINIMUM EDUCATION:** BA in film or video production

**Job Title: Communications Consultant**

**FUNCTIONAL RESPONSIBILITY:** Distills client communication objectives into a key message for the exhibit. Works with technical directors and designers to ensure that message is communicated in all aspects of the exhibit.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience in conference planning. **MINIMUM EDUCATION:** Bachelors degree in marketing, management, or related field

**Job Title: Computer / PowerPoint Technician**

**FUNCTIONAL RESPONSIBILITY:** Assists presenters in programming their PowerPoint slides to play during the conference. Advances slides for presenters. Creates templates for PowerPoint screen warmers or awards shows. Plays pre-recorded audio and video from show computers.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience using PowerPoint for presentations. Ability to work under pressure.

**MINIMUM EDUCATION:** Bachelors degree

**Job Title: Computer Systems Engineer – MCSE**

**FUNCTIONAL RESPONSIBILITY:** Sets up, tests, and maintains a network of computers at a conference. Capable of fixing most computer issues that may arise.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience setting up computer networks. **MINIMUM EDUCATION:** Bachelors degree in computer science or related field and MCSE certification

**Job Title: Computer Technician**

**FUNCTIONAL RESPONSIBILITY:** Sets up computers at a conference, doing some simple networking. Troubleshoots any issues that may arise with computers. Facilitates playback of PowerPoint files from computers.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience working with computers in a conference environment. Mastery of Microsoft Office programs.

**MINIMUM EDUCATION:** Bachelors degree in a computer-related field

**Job Title: Conference Event Planner – Level 1**

**FUNCTIONAL RESPONSIBILITY:** Works with clients to plan and facilitate panel discussions, keynote addresses, and snack breaks at



a conference or event. Coordinates overall management, security, and facility layout. Ensures proper event "branding" with signage, handout materials, and other design elements. Visits the location before the event to plan best possible arrangement of programming.

**MINIMUM GENERAL EXPERIENCE:** 5 years as a planner for conferences and other large events. Competent to work at a high level during all phases of event planning.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Conference Event Planner – Level 2**

**FUNCTIONAL RESPONSIBILITY:** Works with clients to plan and facilitate not only panel discussions, keynote addresses, and snack breaks at a conference or event, but also banquets, live performances, and awards shows. Coordinates overall management, security, and facility layout. Ensures proper event "branding" with signage, handout materials, and other design elements. Visits the location before the event to plan best possible arrangement of programming. May have input in choosing the location. Creates an event schedule and oversees its printing or posting.

**MINIMUM GENERAL EXPERIENCE:** 10 years as a planner for conferences and other large events. Competent to work at a high level during all phases of event planning.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Conference Planner Assistant**

**FUNCTIONAL RESPONSIBILITY:** Provides pre-meeting support and registration services. Provides on-site meeting support to include: checking-in attendees, distributing materials, issuing payment receipts, and generating name badges.

**MINIMUM GENERAL EXPERIENCE:** 2 years of experience in conference administration.

**MINIMUM EDUCATION:** 2 years of college

**Job Title: Conference Registrar**

**FUNCTIONAL RESPONSIBILITY:** Processes advance registrations, issues receipts, maintains conference databases, and provides reports to clients as required. Supports on-site conference and trade show registration services.

**MINIMUM GENERAL EXPERIENCE:** 2 years of experience in tradeshow or conferences. Proficient in the utilization of meeting management and word processing software. Basic knowledge of database management.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Executive Producer**

**FUNCTIONAL RESPONSIBILITY:** Distills client communication objectives into a key messages for the conference or event. Works with technical directors and designers to ensure that message is communicated in all aspects of the conference. Responsible for leading the event team in the efficient and effective execution of an event production using necessary equipment. Keeps crew on schedule and within budget. Maintains a current and thorough knowledge of industry standards, practices, and innovations.

**MINIMUM GENERAL EXPERIENCE:** 15 years of experience in live event production

**MINIMUM EDUCATION:** BA in communications or media

**Job Title: Illustrator**

**FUNCTIONAL RESPONSIBILITY:** Produces original conference art such as logos. Draws images for handouts and other conference materials.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a visual artist. Experienced with a WACOM tablet or similar device.

**MINIMUM EDUCATION:** BA in fine arts

**Job Title: Instructional Designer**

**FUNCTIONAL RESPONSIBILITY:** Designs the custom educational curriculum for a conference. Works with the client to determine training objectives. Hires or books speakers. Works with writers to create tie-in handouts.

**MINIMUM GENERAL EXPERIENCE:** 10 years of adult teaching experience with at least 2 of those years planning educational conferences.

**MINIMUM EDUCATION:** Masters degree in education

**Job Title: Lighting Director**

**FUNCTIONAL RESPONSIBILITY:** Designs conference or event lighting scheme and oversees its setup. Supervises lighting technicians in programming and controlling lights.





**MINIMUM GENERAL EXPERIENCE:** 4 years working on lighting for live events.  
**MINIMUM EDUCATION:** Bachelors degree in theatre or related field

**Job Title: Lighting Technician**

**FUNCTIONAL RESPONSIBILITY:** Sets up, programs, and controls lights for live events. Adjusts lighting for various moods and special effects.

**MINIMUM GENERAL EXPERIENCE:** 4 years working on lighting for live events.  
**MINIMUM EDUCATION:** Bachelors degree in theatre or related field

**Job Title: Makeup Artist**

**FUNCTIONAL RESPONSIBILITY:** Responsible for all talent makeup application. Knowledgeable in proper use makeup to match skin complexion. Experienced in choosing makeup for desired results under different color temperature lights. **MINIMUM GENERAL EXPERIENCE:** 2 years of cosmetology experience in film or video. **MINIMUM EDUCATION:** Certified cosmetologist

**Job Title: Multimedia Developer**

**FUNCTIONAL RESPONSIBILITY:** Writes and designs multimedia content for video, interactive experiences, and websites.

**MINIMUM GENERAL EXPERIENCE:** 4 years of graphic design and technical writing experience.  
**MINIMUM EDUCATION:** BA in web development or media communications

**Job Title: Production Assistant**

**FUNCTIONAL RESPONSIBILITY:** Supports the production crew by doing light technical work, running errands, and performing other tasks.

**MINIMUM GENERAL EXPERIENCE:** 2 years working live events.  
**MINIMUM EDUCATION:** 2 years of college

**Job Title: Program Manager**

**FUNCTIONAL RESPONSIBILITY:** Responsible for monitoring budget, schedule and performance at the macro level. Interfaces between the client and Reel Impact. Coordinates and supervises the performance of all task managers and reviews daily accomplishments in all areas of the project. Submits weekly status report to all key personnel involved in the project. Provides decisions that serve to move the project to completion in a timely and cost-effective manner while ensuring that all performance expectations are met.

**MINIMUM GENERAL EXPERIENCE:** 10 years managing live events.  
**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Projection Technician**

**FUNCTIONAL RESPONSIBILITY:** Decides whether front- or rear-screen projection is most appropriate to an event. Coordinates setup of projectors and video feeds. Monitors projectors in all rooms during an event. Thank you for reading our labor categories! We're never sure whether anyone reads these, but since you did, contact one of us to get a \$5 Starbucks gift card.

**MINIMUM GENERAL EXPERIENCE:** 3 years setting up projectors for live events.  
**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Rigging Technician**

**FUNCTIONAL RESPONSIBILITY:** Determines hang points at a venue and designs trussing configuration. Works with other technicians to hang trussing at event for best possible use of space.

**MINIMUM GENERAL EXPERIENCE:** 5 years working on live events. Able to cooperate with venue in determining safe configurations.  
**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Set & Strike Labor**

**FUNCTIONAL RESPONSIBILITY:** Assists technicians in loading equipment off of trucks before the event and back on after the event. Follows directions of technicians in setting up audiovisual equipment and striking it at the event's close.

**MINIMUM GENERAL EXPERIENCE:** 2 years setting and striking equipment for tradeshow and conferences. Ability to lift at least 80 pounds.  
**MINIMUM EDUCATION:** High school diploma or equivalent



**Job Title: Show Director / Manager / Lead**

**FUNCTIONAL RESPONSIBILITY:** Manages all staff before and during the show, including overseeing travel arrangements and interfacing with clients. Can fill in any position on the crew, and determines needs for the show.

**MINIMUM GENERAL EXPERIENCE:** 10 years managing live events such as tradeshow and conferences.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Technical Director / Seamless Switch Operator**

**FUNCTIONAL RESPONSIBILITY:** Works with the entire crew to pull off a flawless show. Works the seamless switcher, mixing camera signals and pre-made graphics for I-mag.

**MINIMUM GENERAL EXPERIENCE:** 6 years working as crew on live events. Extensive knowledge of professionally recognized switchers.

**MINIMUM EDUCATION:** Bachelors degree in theatre or related field

**Job Title: Technical Show Manager / Director**

**FUNCTIONAL RESPONSIBILITY:** Works with the entire crew to pull off a flawless show. Can fill in any position on the crew, and determines needs for the show.

**MINIMUM GENERAL EXPERIENCE:** 6 years working as crew on live events.

**MINIMUM EDUCATION:** Bachelors degree in theatre or related field

**Job Title: Technical Writer / Editor**

**FUNCTIONAL RESPONSIBILITY:** Capable of understanding complicated scientific or technical concepts and translating them into a script. Researches subject matter, and edits finished script for accuracy of facts and clarity of presentation.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience writing documents and scripts for media-based training projects. Experienced in using MS Word program.

**MINIMUM EDUCATION:** BA in English, scriptwriting, media writing, or related field. Education in area specific to subject preferred.

**Job Title: Teleprompter Operator**

**FUNCTIONAL RESPONSIBILITY:** Obtains the teleprompter script from the show manager and downloads it to the teleprompter computer. Sets up the teleprompter and can operate the teleprompter at the presenters' request.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** Specialized training as a teleprompter operator

**Job Title: Video Engineer**

**FUNCTIONAL RESPONSIBILITY:** Engineers the playback and recording of video during a live event. May record video to both digital and analog formats.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience recording live video. Good computer skills and knowledge of resolutions.

**MINIMUM EDUCATION:** 2 years of college in a film- or video-related field

**Job Title: Videographer (DP)**

**FUNCTIONAL RESPONSIBILITY:** Captures artistic shots of conferences, tradeshow, and other live events. Coordinates the placement of lockdown cameras. Determines the best lighting for dynamic images.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience as a camera operator with at least 2 of those years recording live events.

**MINIMUM EDUCATION:** BA in film or video production

## **Creative Event Support**

**Job Title: Creative Writer / Editor**

**FUNCTIONAL RESPONSIBILITY:** Writes conference materials including signage, handouts, speech scripts, and website copy to convey the conference's key message.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in creative and business writing.

**MINIMUM EDUCATION:** Bachelors degree in English, marketing, or related field

**Job Title: Executive Manager**

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**FUNCTIONAL RESPONSIBILITY:** Provide expert guidance and direction at an event.

**MINIMUM GENERAL EXPERIENCE:** Widely recognized as an expert in the conference and tradeshow industry as a result of certification or by holding either appointed or elected position in one or more influential organizations in the hospitality industry.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Executive Speech Coach**

**FUNCTIONAL RESPONSIBILITY:** Provides personalized feedback to improve and refine individual communication skills. Increases confidence and helps reduce speaking fears and anxieties. Teaches advanced interaction with audiences to get the desired response regardless of the situation. Coach assists during high-stakes presentations to increase verbal and nonverbal skills. Fine-tuning allows government speakers to reveal expertise, conduct meetings, or represent themselves to the media.

**MINIMUM GENERAL EXPERIENCE:** 8 years of experience in interpersonal communication and performance improvement.

**MINIMUM EDUCATION:** Masters degree

**Job Title: Graphic Designer**

**FUNCTIONAL RESPONSIBILITY:** Develops, designs, and creates layouts using art, graphic elements, and filters. Negotiates rights clearance for still photos. Organizes graphic and image resources. Designs new graphic elements or creates new art. Creates event signage and digital images such as podium graphics and screen warmers.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in graphic design.

**MINIMUM EDUCATION:** BA in graphic design or fine arts

**Job Title: On-site Video Editor**

**FUNCTIONAL RESPONSIBILITY:** Digitizes, organizes, and edits clips and images taken at an event into a finished video to show later in the event. Prepares editable motion graphics well in advance so that clips and images can be "dropped in".

**MINIMUM GENERAL EXPERIENCE:** 6 years as a video editor on a non-linear system. Ability to work quickly under pressure.

**MINIMUM EDUCATION:** BA in film or video production



REEL IMPACT crew filming a video with former Secretary of Transportation Ray LaHood

**Job Title: Performance Emcee**

**FUNCTIONAL RESPONSIBILITY:** Keeps the show going while entertaining the audience between acts, awards, or speakers.

**MINIMUM GENERAL EXPERIENCE:** 6 years as a performance emcee. Strong improv ability and clear voice.

**MINIMUM EDUCATION:** BA in theatre

**Job Title: Presentation Manager**

**FUNCTIONAL RESPONSIBILITY:** Works with presenters to get them on stage in a comfortable and timely manner. Acts as liaison between presenters and the technical crew.

**MINIMUM GENERAL EXPERIENCE:** 5 years working conferences and live events.

**MINIMUM EDUCATION:** Bachelors degree

**Job Title: Producer / Director**

**FUNCTIONAL RESPONSIBILITY:** Interacts with the client, technical leads, and the crew during all phases of production. Explains to the crew and the director the feel and the intent of the project. Manages production schedule and associated costs on daily basis. Schedules all elements/stages of the project. Delegates appropriate assignments to task managers and retains an overview of their accomplishments. Maintains a current and thorough knowledge of industry standards, practices, and innovations. Is ultimately responsible for the success of a event.

**MINIMUM GENERAL EXPERIENCE:** 10 years managing large-scale projects.

**MINIMUM EDUCATION:** Bachelors degree in communications or related field



**Job Title: Speech Writer**

**FUNCTIONAL RESPONSIBILITY:** Composes client communication objectives into speeches for presenters. Researches subject matter, and checks facts to ensure communicated information is clear and accurate.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience writing speeches.

**MINIMUM EDUCATION:** BA in English, media writing, or related field

**Job Title: Still Photographer**

**FUNCTIONAL RESPONSIBILITY:** Creates storytelling images that are creative and have a high-degree of visual impact for the purposes of onsite video production or future promotion.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a still photographer for events, photojournalism, and portraits. Has an extensive knowledge of PhotoShop and how to use the program for creative photo manipulation.

**MINIMUM EDUCATION:** BA in photography

**Job Title: Transcriptionist**

**FUNCTIONAL RESPONSIBILITY:** Provides verbatim transcripts of video or audio content within 48 hours of receiving source material.

**MINIMUM GENERAL EXPERIENCE:** 2 years of transcribing experience. Above average spelling ability.

**MINIMUM EDUCATION:** 2 years of college

## **Exhibit Technical Support**

**Job Title: Computer Systems Engineer – MCSE**

**FUNCTIONAL RESPONSIBILITY:** Sets up, tests, and maintains a network of computers at a conference. Capable of fixing most computer issues that may arise.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience setting up computer networks. **MINIMUM EDUCATION:** Bachelors degree in computer science or related field and MCSE certification

**Job Title: Computer Technician**

**FUNCTIONAL RESPONSIBILITY:** Sets up computers at a conference, doing some simple networking. Troubleshoots any issues that may arise with computers. Facilitates playback of PowerPoint files from computers.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience working with computers in a conference environment. Mastery of Microsoft Office programs.

**MINIMUM EDUCATION:** Bachelors degree in a computer-related field

**Job Title: Exhibit / Audiovisual Technician**

**FUNCTIONAL RESPONSIBILITY:** Integrates projection, computer playback, live sound, and lighting into a full audiovisual system for exhibit booths. Coordinates booth setup and teardown.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience working live events as an audiovisual technician. Working knowledge of professionally recognized audiovisual equipment and computer display settings.

**MINIMUM EDUCATION:** BA in media, information technology, or a related field

**Job Title: Exhibit / Audiovisual Technician – Lead**

**FUNCTIONAL RESPONSIBILITY:** Integrates projection, computer playback, live sound, and lighting into a full audiovisual system for exhibit booths. Supervises audiovisual and booth setup tech crews onsite to ensure a fluid production.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience working live events as an audiovisual technician. Extensive knowledge of professionally recognized audiovisual equipment and computer display settings.

**MINIMUM EDUCATION:** BA in media, information technology, or a related field

**Job Title: Program Manager**

**FUNCTIONAL RESPONSIBILITY:** Responsible for monitoring budget, schedule and performance at the macro level. Interfaces between the client and Reel Impact. Coordinates and supervises the performance of all task managers and reviews daily accomplishments in all areas of the project. Submits weekly status report to all key personnel involved in the project. Provides decisions that serve to move the project to completion in a timely and cost-effective manner while ensuring that all performance expectations are met.





**MINIMUM GENERAL EXPERIENCE:** 10 years managing tradeshow events. **MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Show Director / Manager / Lead**

**FUNCTIONAL RESPONSIBILITY:** Manages all staff before and during the show, including overseeing travel arrangements and interfacing with clients. Can fill in any position on the crew, and determines needs for the show.

**MINIMUM GENERAL EXPERIENCE:** 10 years managing live events such as tradeshow and conferences.

**MINIMUM EDUCATION:** Bachelors degree in management or related field

**Job Title: Warehouse Manager**

**FUNCTIONAL RESPONSIBILITY:** Creates and manages a system for keeping track of warehouse equipment. Checks equipment out for field use and tracks maintenance. **MINIMUM GENERAL EXPERIENCE:** 2 years experience organizing warehouses. **MINIMUM EDUCATION:** High school diploma or equivalent

## **SIN 512110 Video/Film Production Services**

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**Job Title: 2D Animator**

**FUNCTIONAL RESPONSIBILITY:** Creates fluid two-dimensional animations to be used in videos and other formats. Animations may include moving logos, sketch animation or cel animation.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience animating and 2 years illustration or graphic design experience.

**MINIMUM EDUCATION:** BA in animation or 5 years of relevant experience

**Job Title: 3D Animator**

**FUNCTIONAL RESPONSIBILITY:** Creates fluid animations to be used in videos and other formats. Animations may include everything from moving logos to creative, life-like characters in 3-D environments.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience animating with at least 2 of those years using Alias, Maya, or Wavefront.

**MINIMUM EDUCATION:** BA in animation or 5 years of relevant experience

**Job Title: Administrative Assistant I**

**FUNCTIONAL RESPONSIBILITY:** Assists in scheduling, correspondence, and other daily operations. Responsibilities might include handling phone calls, copying and filing, database entry, and running errands.

**MINIMUM GENERAL EXPERIENCE:** Entry level. Good skills with Microsoft Office programs and basic computer knowledge. Should understand search engines and be able to navigate social media. Must possess strong organizational and interpersonal skills.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Administrative Assistant II**

**FUNCTIONAL RESPONSIBILITY:** Assists in scheduling, correspondence, and other daily operations. Responsibilities might include handling phone calls, copying and filing, database entry, and running errands.

**MINIMUM GENERAL EXPERIENCE:** 2 years experience in administration with some logistics experience. High-level skills with Microsoft Office programs and ability to create documents. Should be proficient at navigating the internet for information. Must possess excellent organizational and interpersonal skills.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Art Director**

**FUNCTIONAL RESPONSIBILITY:** Works with the director to determine the overall "look" of a video or film project. He or she realizes that artistic vision by scouting locations, designing sets, providing props and set dressing, and consulting with other departments such as wardrobe and editing. He or she may also suggest camera angles and placement within each scene.

**MINIMUM GENERAL EXPERIENCE:** 8 years experience as an art director

**MINIMUM EDUCATION:** BA in fine arts, film, or theatre or demonstrable experience in the field

**Job Title: Assistant Camera Operator**

**FUNCTIONAL RESPONSIBILITY:** Assists the Videographer/Cinematographer in all assigned camera operating duties such as focus



pooling, loading film magazines, keeping camera scene logs, etc.  
MINIMUM GENERAL EXPERIENCE: Progressive related experience.  
MINIMUM EDUCATION: BA in film or video production

**Job Title: Assistant Craft Service**

FUNCTIONAL RESPONSIBILITY: Assists the Craft Services person in all assigned duties related to the food and beverages procurement.

MINIMUM GENERAL EXPERIENCE: Progressive related experience.  
MINIMUM EDUCATION: High school diploma or equivalent

**Job Title: Assistant Director - First**

FUNCTIONAL RESPONSIBILITY: Assists the director in the translation of the screenplay/script into a final product by coordinating all activities of the pre-production and production units; breaks down the script, scouts and secures locations, implements casting, secures talent, props, wardrobe and supervises set construction. Insures crew calls, handles script continuity, makes a daily financial report and returns all material at the end of a shoot.

MINIMUM GENERAL EXPERIENCE: Progressive related experience in video, film, and multimedia productions.  
MINIMUM EDUCATION: BA in film or video production

**Job Title: Assistant Director - Second**

FUNCTIONAL RESPONSIBILITY: Assists the director and first assistant by coordinating all assigned activities of the pre-production and production units.

MINIMUM GENERAL EXPERIENCE: Progressive related experience in video, film, and multimedia productions.  
MINIMUM EDUCATION: BA in film or video production

**Job Title: Assistant Director - Third**

FUNCTIONAL RESPONSIBILITY: Assists the director, first and second assistant by coordinating all assigned activities of the pre-production and production units.

MINIMUM GENERAL EXPERIENCE: Progressive related experience in video, film, and multimedia productions.  
MINIMUM EDUCATION: BA in film or video production

**Job Title: Audio Engineer I**

FUNCTIONAL RESPONSIBILITY: Sets up the sound system, runs cables, and monitors mixer levels. Has some knowledge of professionally recognized brands of video and audio equipment.

MINIMUM GENERAL EXPERIENCE: 2 years experience in a broadcast, recording, or post-production facility.  
MINIMUM EDUCATION: High school diploma or equivalent

**Job Title: Audio Engineer II**

FUNCTIONAL RESPONSIBILITY: Sets up sound systems, runs cables, and monitors mixer levels while working with broadcast engineers or other team members. Supervises audio recording and mixing non-linear digital audio. Has working knowledge and experience in using the majority of professionally recognized brands of video and audio equipment.

MINIMUM GENERAL EXPERIENCE: 8 years experience in a broadcast, recording, or post-production facility.  
MINIMUM EDUCATION: 4 years of training in broadcast or audio production

**Job Title: Audio Engineer III**

FUNCTIONAL RESPONSIBILITY: Supervises audio technicians. Has extensive knowledge and experience in using the majority of professionally recognized brands of video and audio equipment. Responsibilities include set up of video and audio equipment for location and soundstage productions, as well as recording of all production audio. Responsible for sound design using recorded narration, library music and sound effects. Responsible for editing and mixing audio tracks using non-linear digital sound recording systems. Knowledgeable in installation and maintenance of the audio equipment.

MINIMUM GENERAL EXPERIENCE: 8 years experience in a broadcast, recording, or post-production facility. Knows how to operate complex studio consoles and recording programs. Understands delivery of audio in multiple formats.  
MINIMUM EDUCATION: 2 years of training in broadcast or audio production

**Job Title: Audio Technician I**

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**FUNCTIONAL RESPONSIBILITY:** Assists the Audio Engineer in setting up microphones other equipment. Executes set up of Audio Engineer's sound system design. May act as boom operator.

**MINIMUM GENERAL EXPERIENCE:** 2 years as a technical production assistant in a studio or field environment.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Audio Technician II**

**FUNCTIONAL RESPONSIBILITY:** Assists the Audio Engineer in setting up microphones other equipment. Executes set up of Audio Engineer's sound system design. May act as boom operator.

**MINIMUM GENERAL EXPERIENCE:** 3 years as an Audio Technician in a studio or field environment.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Audio Technician III**

**FUNCTIONAL RESPONSIBILITY:** Assists the Audio Engineer in setting up microphones other equipment. Executes set up of Audio Engineer's sound system design. May act as boom operator.

**MINIMUM GENERAL EXPERIENCE:** 5 years as an Audio Technician in a studio or field environment.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Audio Boom Operator**

**FUNCTIONAL RESPONSIBILITY:** Captures sounds on the set. This includes fitting personal microphones to artists, setting up the sound recording equipment, running audio cables, and setting out production headsets. May distribute daily dialogue scripts and operate a second boom. The film set may change several times during the day and it's essential to have every item on hand that's required.

**MINIMUM GENERAL EXPERIENCE:** 4 years, including college, of sound recording experience.

**MINIMUM EDUCATION:** 2 years of college in film, broadcast, video, or theatre

**Job Title: Camera Operator I**

**FUNCTIONAL RESPONSIBILITY:** Assists the Director of Photography / Videographer / Cinematographer in translating the screenplay/ script into visual images within the allotted budget. Operates all assigned camera equipment and is capable of performing camera operator and simple video director responsibilities simultaneously.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience as a camera operator with some of that time spent in both the studio and the field. Must know how to pan, tilt, zoom, and white balance properly.

**MINIMUM EDUCATION:** 2 years of college in film, broadcast, or video

**Job Title: Camera Operator II**

**FUNCTIONAL RESPONSIBILITY:** Assists the Director of Photography / Videographer / Cinematographer in translating the screenplay/ script into visual images within the allotted budget. Operates all assigned camera equipment and is capable of performing camera operator and video director responsibilities simultaneously.

**MINIMUM GENERAL EXPERIENCE:** 6 years experience as a camera operator with some of that time spent in both the studio and the field. Must know how to pan, tilt, zoom, and white balance properly and also have a good knowledge of professional terminology.

**MINIMUM EDUCATION:** 4 years of college in film, broadcast, or video

**Job Title: Camera Operator III**

**FUNCTIONAL RESPONSIBILITY:** Assists the Director of Photography / Videographer / Cinematographer in translating the screenplay/ script into visual images within the allotted budget. Operates all assigned camera equipment and is capable of performing camera operator and video director responsibilities simultaneously. Must be able to understand a new camera quickly, including digital menus and file-based workflows.

**MINIMUM GENERAL EXPERIENCE:** 8 years experience as a camera operator with some of that time spent in both the studio and the field. Must know how to pan, tilt, zoom, and white balance properly and also have an extensive knowledge of professional terminology. Must understand lenses, recording formats, and resolution.

**MINIMUM EDUCATION:** 4 years of college in film, broadcast, or video

**Job Title: Character Generator Operator**

**FUNCTIONAL RESPONSIBILITY:** Operates a broadcast character generator, including design, creation, and playback of graphical elements.



**MINIMUM GENERAL EXPERIENCE:** 4 years experience as a character generator operator in live broadcast. Must be quick and accurate and an above average speller. Must have good knowledge of graphic programs such as Adobe Photoshop and an understanding of how they integrate into character generator programs.

**MINIMUM EDUCATION:** 2 years of college in communications or broadcast production

**Job Title: Construction Painter**

**FUNCTIONAL RESPONSIBILITY:** Works under Set Designer's supervision to paint any assigned set elements.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Costume Designer**

**FUNCTIONAL RESPONSIBILITY:** Works with the Director and Producer to graphically design all costumes that are required for production. Supervises Seamstresses or purchase of costumes in order to accomplish the conversion of the designed "look" into reality.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** BA in costume design

**Job Title: Craft Services**

**FUNCTIONAL RESPONSIBILITY:** Coordinates and manages all food and beverages needs for the crew and the cast.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in catering or craft services.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Creative Director**

**FUNCTIONAL RESPONSIBILITY:** Capable and experienced in understanding clients' objectives and converting them into written proposals or synopses. Works with client's subject matter experts to clarify the ideas and the themes needed for successful completion of the project. Capable of converting those ideas into proper visual interpretations, written as guidelines for future script. Supervises several writers assigned to the production, or writes the scripts if the project budget limits the size of the creative team. Operates computer word processing programs, uses e-mail and has web searching skills.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience in documents and scripts for media-based projects such as multimedia, video and/or film productions, live events, interactive training, script writing, and website productions. Experienced in managing several projects simultaneously. Has good knowledge of using Microsoft Word.

**MINIMUM EDUCATION:** BA in communications, film or video production

**Job Title: Design Director**

**FUNCTIONAL RESPONSIBILITY:** Capable and experienced in understanding clients' objectives and goals with the ability to convert them into storyboards, illustrations, renderings, and three-dimensional models. Participates in brainstorming sessions and content design meetings. Interprets verbal ideas into visual concepts using manual illustration techniques as well as professionally recognized computer graphic design software.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in designing multimedia projects. Proficiency in using PhotoShop, Quark Express, Illustrator, Mac and PC operating systems.

**MINIMUM EDUCATION:** BA in a design-related field

**Job Title: Director I**

**FUNCTIONAL RESPONSIBILITY:** Decides in conjunction with the client and the producer the creative approach to accomplish the intended style of the production. Works with specialists to guide them in determining all production resource requirements such as equipment, crew, sets, props, costumes and locations.

**MINIMUM GENERAL EXPERIENCE:** 6 years experience as a studio technical director or associate director.

**MINIMUM EDUCATION:** BA in communications, broadcast, film or video production

**Job Title: Director II**

**FUNCTIONAL RESPONSIBILITY:** Responsible for directing the production activities of the cast and crew and translating the screenplay/script into a high-quality, effective visual and audio impact project. Decides in conjunction with the client and the producer the creative approach to accomplish the intended style of the production. Works with specialists to guide them in determining all production resource requirements such as equipment, crew, sets, props, costumes and locations. Supervises editing, digital effects and audio recording.

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**MINIMUM GENERAL EXPERIENCE:** 8 years experience working for a studio with some of that time spent as a studio technical director or associate director and some of that time spent as a camera operator.

**MINIMUM EDUCATION:** BA in communications, broadcast, film or video production

**Job Title: Director III**

**FUNCTIONAL RESPONSIBILITY:** Responsible for directing the production activities of the cast and crew and translating the screenplay/script into high quality, effective visual and audio impact project. Produces a day-by-day breakdown of the script into shots that will be accomplished within the established production time frame. Decides in conjunction with the client and the producer the creative approach to accomplish the intended style of the production. Works with specialists to guide them in determining all production resource requirements such as equipment, crew, sets, props, costumes and locations. Conducts on-camera interviews and shooting of B-roll footage for proper editing coverage. Supervises editing, digital effects and audio recording.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience working for a studio with some of that time spent as a studio technical director or associate director and some of that time spent as a camera operator. Has experience directing a long-form production and understands how to provide sufficient footage for post-production.

**MINIMUM EDUCATION:** BA in communications, broadcast, film or video production

**Job Title: Director IV**

**FUNCTIONAL RESPONSIBILITY:** May fill the role of the Director of Photography. Takes full responsibility for the overall "look" of the project, including composition, lighting, and acting. Directs the shoot while acting as liaison between the Producer and technical staff. Controls the setup of shots, and realizes the decided-upon vision and scope of the project. Interprets the artistic direction of a script. Works closely with the camera operator to determine the position of shots and lighting equipment. Conducts on-camera interviews and shooting of B-roll footage for proper editing coverage. Is present at casting auditions and may conduct screen tests. Works with technical staff to determine power and equipment needs. Supervises editing, digital effects and audio recording.

**MINIMUM GENERAL EXPERIENCE:** 12 years experience working for a studio with most of that time spent as a studio technical director or associate director and some of that time spent as a camera operator. Has experience directing a long-form production and understands how to provide sufficient footage for post-production.

**MINIMUM EDUCATION:** BA in communications, broadcast, film or video production

**Job Title: Director of Photography**

**FUNCTIONAL RESPONSIBILITY:** Responsible for translating the script/screenplay into visual images. Experienced in operating a number of commercially recognized brands of video and film cameras. Responsible for the lighting of all studio and location sets. Supervises the production crew and conveys to them the Director's and Producer's concepts and creative goals for the entire production.

**MINIMUM GENERAL EXPERIENCE:** 5 years experience as a camera operator or technical director.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Director of Photography - HD**

**FUNCTIONAL RESPONSIBILITY:** Plans and executes all videography on an HD shoot. Works closely with the Lighting Director to produce dynamic, visually appealing shots. Understands engineering specifications of HD video, and selects lenses and camera settings appropriately.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience as a Director of Photography. Understands current high-definition camera equipment, including menus and settings.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Director / Technical Director**

**FUNCTIONAL RESPONSIBILITY:** Directs studio productions, including live broadcasts. Is responsible for supervising and coordinating efforts of all members of the production crew. Must have high management skills and the ability to direct complex, live, scripted productions with multiple technical aspects including character generation, live callers, and guests. Supervises the graphic artists, audio engineers, camera operators, and other crew throughout the production or broadcast. Operates the video switcher that controls and switches between all video sources. Pre-sets video cues, graphics, and other switcher settings.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience as a technical director with at least 5 years experience in live broadcast.

**MINIMUM EDUCATION:** BA in communications, broadcast, film or video production

**Job Title: Driver**

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**FUNCTIONAL RESPONSIBILITY:** Drives either equipment or passenger trucks, typically between location shootings, sets and the studio. May be a chief driver of a fleet, called a Transportation Captain.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience driving a bus, truck, or cargo van.

**MINIMUM EDUCATION:** Appropriate driver's license for vehicle type

**Job Title: Editor I**

**FUNCTIONAL RESPONSIBILITY:** Digitizes and/or organizes sound and video elements for an edit. Assists other editors in completing program material for client approval.

**MINIMUM GENERAL EXPERIENCE:** 2 years experience as an assistant editor. Working knowledge of video editing equipment and non-linear editing software.

**MINIMUM EDUCATION:** BA in media/communications, film or video production

**Job Title: Editor II**

**FUNCTIONAL RESPONSIBILITY:** Digitizes and/or organizes sound and video elements for an edit. Creates a rough cut and fine-tunes it for client approval.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience as an editor. Good knowledge of video editing equipment and non-linear editing software.

**MINIMUM EDUCATION:** BA in media/communications, film or video production

**Job Title: Editor III**

**FUNCTIONAL RESPONSIBILITY:** Digitizes and/or organizes sound and video elements for an edit. Using non-linear editing software, completes a program for client approval and makes changes to client specifications. Operates and maintains editing equipment. Duplicates final edited material. Works with color correction and audio mixing software.

**MINIMUM GENERAL EXPERIENCE:** 6 years experience as an editor. Extensive knowledge of video editing equipment and non-linear editing software. Working knowledge of color correction, animation, and audio mixing software. Ability to work directly with clients.

**MINIMUM EDUCATION:** BA in media/communications, film or video production

**Job Title: Editor IV**

**FUNCTIONAL RESPONSIBILITY:** Provides a full range of editing capabilities including graphic design, some animation, and audio mixing. Uses a non-linear editing system and works with Producer and Director to realize the client's vision. Creates a rough cut, fine cut, and final cut, making changes to clients' specifications. Maintains editing equipment and software systems. Duplicates final edited material. Works with color correction and audio mixing software.

**MINIMUM GENERAL EXPERIENCE:** 10 years experience as an editor. Extensive knowledge of video editing equipment and non-linear editing software. Extensive knowledge of color correction, animation, and audio mixing software. Ability to work directly with clients.

**MINIMUM EDUCATION:** BA in media/communications, film or video production

**Job Title: Electrician - Rigging**

**FUNCTIONAL RESPONSIBILITY:** Works under Gaffer's supervision. Experienced in positioning and securing the light trusses, and variety of light fixtures. Calculates weight limits and other limitations of different rigging options.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** Associates degree in electrical engineering or theatre lighting design

**Job Title: Engineer I**

**FUNCTIONAL RESPONSIBILITY:** Operates equipment on the set. Supports the engineer in charge in coordinating video production. Reads vector scopes, waveform monitors, and other read-outs. Troubleshoots and maintains equipment.

**MINIMUM GENERAL EXPERIENCE:** 4 years in broadcast engineering. Understanding of electrical and technical aspects of video production.

**MINIMUM EDUCATION:** Associates degree in electrical engineering or broadcast

**Job Title: Engineer II**

**FUNCTIONAL RESPONSIBILITY:** Reviews, recommends, and purchases new technology. Handles sophisticated equipment for video production. Supports the engineer in charge in coordinating video production. Reads vector scopes, waveform monitors, and other



read-outs. Troubleshoots and maintains equipment.

**MINIMUM GENERAL EXPERIENCE:** 6 years in broadcast engineering. Understanding of electrical and technical aspects of video production.

**MINIMUM EDUCATION:** Associates degree in electrical engineering or broadcast

**Job Title: Engineer III**

**FUNCTIONAL RESPONSIBILITY:** Directs installation and maintenance of equipment. Supports the engineer in charge in coordinating video production. Reads vector scopes, waveform monitors, and other read-outs. Troubleshoots and maintains equipment.

**MINIMUM GENERAL EXPERIENCE:** 8 years in broadcast engineering. Understanding of electrical and technical aspects of video production. Has experience with video teleconferencing events, satellite uplinks/downlink, web streaming, and systems design.

**MINIMUM EDUCATION:** Associates degree in electrical or systems engineering

**Job Title: Executive Producer**

**FUNCTIONAL RESPONSIBILITY:** Responsible for leading the video/film or multimedia production team in the efficient and effective execution of a production. Keeps crew on schedule and within budget. Maintains a current and thorough knowledge of industry standards, practices, and innovations.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience in film and video production

**MINIMUM EDUCATION:** BA in communications or media

**Job Title: Gaffer**

**FUNCTIONAL RESPONSIBILITY:** Responsible for electrical and lighting equipment and the accessories for their proper performance such as cables, stands, distribution boxes, camera mounts, etc. Performs location and set lighting and supervises grip crew. Assumes position of Lighting Director if project budget requires smaller crew. Maintains grip truck and its grip equipment as well as camera dolly, camera crane, and electrical generator. Supervises the sound stage and has extensive knowledge of lighting techniques. Works under the direction of Cameraperson or Director of Photography.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in film and video production

**MINIMUM EDUCATION:** BA in communications, film or video production

**Job Title: Graphic Designer I**

**FUNCTIONAL RESPONSIBILITY:** Designs and produces art and copy layouts. Archives graphic designs and image resources.

**MINIMUM GENERAL EXPERIENCE:** 4 years of experience creating graphics for advertising, TV, or film. Good knowledge of graphic design programs such as Adobe Illustrator and PhotoShop.

**MINIMUM EDUCATION:** Associates degree in graphic design or fine arts

**Job Title: Graphic Designer II**

**FUNCTIONAL RESPONSIBILITY:** Develops, designs, and creates layouts using art, graphic elements, and filters. Negotiates rights clearance for still photos. Organizes graphic and image resources.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience creating graphics for advertising, TV, or film. Good knowledge of graphic design programs such as Adobe Illustrator and PhotoShop.

**MINIMUM EDUCATION:** BA in graphic design or fine arts

**Job Title: Graphic Designer III**

**FUNCTIONAL RESPONSIBILITY:** Develops, designs, and creates layouts using art, graphic elements, and filters. Negotiates rights clearance for still photos. Organizes graphic and image resources. Designs new graphic elements or creates new art. Creates motion graphics for video post-production.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience creating graphics for advertising, TV, or film. Extensive knowledge of graphic design programs such as Adobe Illustrator and PhotoShop. Working knowledge of motion graphics programs such as Apple Motion or Adobe After Effects.

**MINIMUM EDUCATION:** BA in film or video production or animation

**Job Title: Grip**

**FUNCTIONAL RESPONSIBILITY:** Works under the direction of Key Grip or Gaffer depending on the size and composition of the entire production crew. Has extensive knowledge and experience in using camera stands, camera mounts, light stands, electric cables, electric connectors, scene slates, and other grip equipment.



**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in video and film productions

**MINIMUM EDUCATION:** Associates degree in film or video production-related field

**Job Title: Grip – Dolly**

**FUNCTIONAL RESPONSIBILITY:** Works under the direction of Key Grip or Gaffer depending on the size and composition of the entire production crew. Has extensive knowledge and experience in using dollies, camera stands, camera mounts, light stands, electric cables, electric connectors, scene slates, and other grip equipment.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in video and film productions

**MINIMUM EDUCATION:** Associates degree in film or video production-related field

**Job Title: Grip – Key**

**FUNCTIONAL RESPONSIBILITY:** Has extensive knowledge and experience of techniques and systems in using electrical and camera accessories. Supervises the rest of grip crew such as cable grips, dolly grips, gofers, etc. Works under the direction of Gaffer, or the Cameraperson if project budget requires smaller production crews.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in video and film productions

**MINIMUM EDUCATION:** BA in graphic design or fine arts

**Job Title: Government Program Manager**

**FUNCTIONAL RESPONSIBILITY:** Coordinates and manages tasks related to government programs. Meets with government customers/representatives to carry out statements of work and deliver government products. Provides program architectures. Develops video, IMI, and web-based content or print materials related to technical subject matters. Supports development, design and dissemination of content. Provides packaging support for products related to government programs and projects.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience working with government clients

**MINIMUM EDUCATION:** Bachelors degree in management-related field

**Job Title: Health Educator / Trainer**

**FUNCTIONAL RESPONSIBILITY:** Develops and packages health and medical curriculum and provides video, IMI, web- based and on-site train-the-trainer and distance learning expertise. Works with government customers and representatives to design video, IMI, and web-based health-reporting programs. Analyzes outcomes data and prepares formal statistical and analytical reports for government customers.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience working in healthcare

**MINIMUM EDUCATION:** Bachelors degree in a health-related field, RN certification

**Job Title: Interactive CBT/IMI Programmer - Lead**

**FUNCTIONAL RESPONSIBILITY:** Responsible for interactive programming of CD-ROMs, websites, and any other computer-based programs. Maintains excellent application skills in professionally recognized computer software.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in multimedia-related programs such as Macromedia Director, PhotoShop, Illustrator, Quark Express, MS Office, and non-linear video editors. Experienced in using both Mac and Windows operating systems.

**MINIMUM EDUCATION:** Associates degree in computer science or programming

**Job Title: IT Engineer**

**FUNCTIONAL RESPONSIBILITY:** Responsible for configuration of computer hardware, setting up computer networking and software installation. Works with software manufacturer's technical experts to maintain the software's ultimate performance. On a video set, organizes and backs up media files for later editing.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience troubleshooting computer networks. Experienced in using both Mac and Windows operating systems.

**MINIMUM EDUCATION:** BS in computer science or programming

**Job Title: Jib Camera Operator**

**FUNCTIONAL RESPONSIBILITY:** Operates a camera jib, working closely with the Director and Producer to meet their expectations for crane shots.

**MINIMUM GENERAL EXPERIENCE:** 8 years experience as a camera operator

**MINIMUM EDUCATION:** Associates degree in film or video production with specialized jib training





**Job Title: Lighting Designer**

**FUNCTIONAL RESPONSIBILITY:** Works with the Director to create all the required lighting elements, including placement, intensity, and color. Directs Gaffer and other lighting technicians in changes that need made during the production.

**MINIMUM GENERAL EXPERIENCE:** 5 years experience as a lighting technician for film, video, or theatre. Background in lighting systems, grids, and artistic lighting.

**MINIMUM EDUCATION:** BA in communications, film or video production

**Job Title: Lighting Director I**

**FUNCTIONAL RESPONSIBILITY:** Works with the Director and Lighting Designer to produce lighting schematics. Handles, focuses, and operates lighting equipment on the set. Supervises Grips and lighting technicians.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience as a grip or lighting technician in a film or video environment. Working knowledge of lighting control devices.

**MINIMUM EDUCATION:** BA in film or video production

**Job Title: Lighting Director II**

**FUNCTIONAL RESPONSIBILITY:** Works with the Director and Lighting Designer to produce special effect lighting, including day-for-night and mood lighting. Translates lighting concepts into workable lighting schemes. Supervises Grips and lighting technicians.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience as a grip or lighting technician in a film or video environment. Extensive knowledge of and experience with lighting control devices.

**MINIMUM EDUCATION:** BA in film or video production

**Job Title: Lighting Technician I**

**FUNCTIONAL RESPONSIBILITY:** Runs cable to hook up lighting systems. Determines electrical requirements for lighting in studio and location shoots or events. Runs cable to hook up lighting systems. Determines electrical requirements for lighting in studio and location shoots or events.

**MINIMUM GENERAL EXPERIENCE:** 4 years experience as a Grip or Gaffer. Experience with electrical systems.

**MINIMUM EDUCATION:** Associates degree in electrical engineering, film or video production

**Job Title: Lighting Technician II**

**FUNCTIONAL RESPONSIBILITY:** Runs cable to hook up lighting systems. Determines electrical requirements for lighting in studio and location shoots or events. **MINIMUM GENERAL EXPERIENCE:** 6 years experience as a Grip or Gaffer. Experience with electrical systems.

**MINIMUM EDUCATION:** Associates degree in electrical engineering, film or video production

**Job Title: Location Manager**

**FUNCTIONAL RESPONSIBILITY:** Manages all aspects of location needs such as permits, security requirements, ordinance adherence, environmental protection requirements, etc. Coordinates assigned Production Assistants' actions and responsibilities.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** BA in communications or media

**Job Title: Makeup Artist**

**FUNCTIONAL RESPONSIBILITY:** Responsible for all talent makeup application. Knowledgeable in proper use makeup to match skin complexion. Experienced in choosing makeup for desired results under different color temperature lights.

**MINIMUM GENERAL EXPERIENCE:** 2 years of cosmetology experience in film or video.

**MINIMUM EDUCATION:** Certified cosmetologist

**Job Title: Media Buyer**

**FUNCTIONAL RESPONSIBILITY:** Negotiates purchasing price and time schedules for advertisements and public relations (PR) announcements with TV stations, radio stations, cable, direct digital satellite (DDS), and web-based services.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience in the field of media buying.

**MINIMUM EDUCATION:** BA in communications or media

**Job Title: Media Trainer**

**FUNCTIONAL RESPONSIBILITY:** Writes course materials and handouts for media-related topics. Creates PowerPoint presentations



and syllabi. Plans and executes classroom-style training complete with student evaluation.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience writing news releases and teaching adult learners in media-related areas.

**MINIMUM EDUCATION:** BA in journalism, communications, media, or education

**Job Title: Multimedia Authoring**

**FUNCTIONAL RESPONSIBILITY:** Leads a team in designing and authoring interactive software development for computer-based learning. Uses computers to present graphics, text, audio, and other media.

**MINIMUM GENERAL EXPERIENCE:** Expertise in multimedia authoring applications (i.e. Adobe Flash), internet programming languages (i.e. XHTML, JAVA, etc.), streamed media, video editing, database computer skills, and the management of technology learning systems.

**MINIMUM EDUCATION:** BA in media, design, or a related field

**Job Title: Producer I**

**FUNCTIONAL RESPONSIBILITY:** Produces segments of a larger program. Leads and explains to the crew and the director the feel and the intent of the project at hand. Manages production schedule and associated costs on daily basis. Maintains a current and thorough knowledge of industry standards, practices, and innovations.

**MINIMUM GENERAL EXPERIENCE:** 6 years as an associate producer or production assistant. Understands all steps in production process. Possesses clear writing skills.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Producer II**

**FUNCTIONAL RESPONSIBILITY:** Produces segments of a larger program. Leads and explains to the crew and the director the feel and the intent of the project at hand. Manages production schedule and associated costs on daily basis. Maintains a current and thorough knowledge of industry standards, practices, and innovations. Books transportation, arranges for production assistants, and obtains all needed documents. Provides logistical and editorial support.

**MINIMUM GENERAL EXPERIENCE:** 8 years as an associate producer or production assistant. Understands all steps in production process. Possesses clear writing skills.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Producer III**

**FUNCTIONAL RESPONSIBILITY:** Interacts with the client, project manager, and the crew during all phases of production. Leads and explains to the crew and the director the feel and the intent of the project at hand. Manages production schedule and associated costs on daily basis. Reviews dailies keeping thorough knowledge of the project status, which ensures quality of production. Schedules all elements/stages of the project. Delegates appropriate assignments to task managers and retains an overview of their accomplishments. Maintains a current and thorough knowledge of industry standards, practices, and innovations.

**MINIMUM GENERAL EXPERIENCE:** 10 years as an associate producer or production assistant. Understands all steps in production process. Possesses clear writing skills.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Producer IV**

**FUNCTIONAL RESPONSIBILITY:** Interacts with the client, project manager, and the crew during all phases of production. Leads and explains to the crew and the director the feel and the intent of the project at hand. Manages production schedule and associated costs on daily basis. Reviews dailies, keeping thorough knowledge of the project status, which ensures quality of production. Schedules all elements/stages of the project. Delegates appropriate assignments to task managers and retains an overview of their accomplishments. Maintains a current and thorough knowledge of industry standards, practices, and innovations. Is ultimately responsible for the success of a production.

**MINIMUM GENERAL EXPERIENCE:** 12 years as an associate producer or production assistant. Understands all steps in production process. Possesses clear writing skills.

**MINIMUM EDUCATION:** BA in broadcast, film or video production

**Job Title: Production Assistant**

**FUNCTIONAL RESPONSIBILITY:** Assists the Producer/Program Manager in assigned duties.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in a production or post-production facility.

**MINIMUM EDUCATION:** Associates degree in a film, video, or broadcast-related field



**Job Title: Production Coordinator**

**FUNCTIONAL RESPONSIBILITY:** Coordinates all elements of a project, from pre- to post-production. Manages production schedules and equipment. Books travel, rents equipment, and assigns crews.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a production coordinator

**MINIMUM EDUCATION:** BA in communications, film or video production

**Job Title: Production Manager**

**FUNCTIONAL RESPONSIBILITY:** Responsible for monitoring budget, schedule and performance at the macro level. Coordinates interface between the client and Reel Impact. Coordinates and supervises the performance of all task managers and reviews daily accomplishments of all areas of the project. Submits weekly status report to all key personnel involved in the project. Provides decisions that serve to move the project to completion in a timely and cost-effective manner while insuring that all performance expectations are met.

**MINIMUM GENERAL EXPERIENCE:** 4 years of supervisory experience on media-related projects such as multimedia, video and/or film productions, live events, interactive training, and websites.

**MINIMUM EDUCATION:** BA in communications, media, or management-related field

**Job Title: Production Technician I**

**FUNCTIONAL RESPONSIBILITY:** Can take over one of many positions in a studio or the field, including Grip, Gaffer, or Assistant Director.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in the technical operations of video or film production. Working knowledge of basic equipment.

**MINIMUM EDUCATION:** Associates degree in a media production field

**Job Title: Production Technician II**

**FUNCTIONAL RESPONSIBILITY:** Can take over one of many positions in a studio or the field, including Camera Operator, technical direction, sound recording, basic editing, or master control.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience in the technical operations of video or film production. Good knowledge of most film and video equipment.

**MINIMUM EDUCATION:** BA in a media production field

**Job Title: Production Technician III**

**FUNCTIONAL RESPONSIBILITY:** Can take over one of many positions in a studio or the field, including Camera Operator, technical direction, sound recording, basic editing, or master control.

**MINIMUM GENERAL EXPERIENCE:** 9 years of experience in the technical operations of video or film production. Extensive knowledge of most film and video equipment.

**MINIMUM EDUCATION:** BA in a media production field

**Job Title: Production Technician IV**

**FUNCTIONAL RESPONSIBILITY:** Can take over most positions in a studio or the field, including Camera Operator, technical direction, sound recording, advanced editing, or master control. Can also work on live productions in almost any position, including operating a switcher.

**MINIMUM GENERAL EXPERIENCE:** 12 years of experience in the technical operations of video or film production. Extensive knowledge of most film and video equipment.

**MINIMUM EDUCATION:** BA in a media production field

**Job Title: Project Manager I**

**FUNCTIONAL RESPONSIBILITY:** Maintains a good working relationship with a government contracting officer, contracting officer's technical representative (COTR), or other client. Is responsible for assuring project meets all requirements of task orders or contracts, including time and budget constraints. Provides written or oral reports to the client.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience in video or film production. Customer service experience.

**MINIMUM EDUCATION:** Bachelors degree in management, communications, or film production

**Job Title: Project Manager II**

**FUNCTIONAL RESPONSIBILITY:** Maintains a good working relationship with a government contracting officer, contracting officer's



technical representative (COTR), or other client. Is responsible for assuring project meets all requirements of task orders or contracts, including time and budget constraints. Provides written or oral reports to the client. Directs activities of other project personnel throughout the project period.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience in video or film production. Good customer service experience.

**MINIMUM EDUCATION:** Bachelors degree in management, communications, or film production

**Job Title: Researcher**

**FUNCTIONAL RESPONSIBILITY:** Compiles research for script writing, collects archive photos and footage, and confirms sources for accuracy. Reviews script drafts to check veracity of information.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience as an image librarian

**MINIMUM EDUCATION:** Bachelors degree in library science or history

**Job Title: Script Coordinator**

**FUNCTIONAL RESPONSIBILITY:** Works with the Director to organize scene numbering and daily production schedule. Experienced in keeping the continuity of the script during production. Marks all continuity details in the editor's copy of the script. Records time code numbers for each scene and take

**MINIMUM GENERAL EXPERIENCE:** 4 years of experience in film and video production.

**MINIMUM EDUCATION:** BA in film or video production

**Job Title: Scriptwriter**

**FUNCTIONAL RESPONSIBILITY:** Determines the client's communication objectives and creates a story. Provides a working script including both audio and video notes from which to proceed with production. If interviews are required, Scriptwriter may conduct them or write the questions. Makes talent and property suggestions.

**MINIMUM GENERAL EXPERIENCE:** 3 years as a scriptwriter on a variety of subjects.

**MINIMUM EDUCATION:** BA in English, journalism, or communications

**Job Title: Seamstress/Tailor**

**FUNCTIONAL RESPONSIBILITY:** Works with Costume Designer to bring the envisioned costume to life by creating required wardrobe elements.

**MINIMUM GENERAL EXPERIENCE:** 3 years experience constructing garments. **MINIMUM EDUCATION:** BA in costume construction or equivalent training

**Job Title: Senior Level Media Consultant**

**FUNCTIONAL RESPONSIBILITY:** Researches and responds to inquiries from news media. Reviews media content to provide feedback on productions.

**MINIMUM GENERAL EXPERIENCE:** 7 years experience in news media. Familiarity with media best practices and procedures. Able to make objective judgments.

**MINIMUM EDUCATION:** BA in broadcast journalism

**Job Title: Set Decorator**

**FUNCTIONAL RESPONSIBILITY:** Works with the Set Designer to the use appropriate props and enhance the look and functionality of the sets.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** 2 years of art or design school

**Job Title: Set Designer**

**FUNCTIONAL RESPONSIBILITY:** Works in conjunction with the Director and the Producer to translate the script/screenplay's location requirements into functional sets. Works with the set construction crew such as Set Decorators, Painters, Lighting Directors, etc. to bring creative images to reality.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** BA in theatre design or other design-related field

**Job Title: Soundman**

**FUNCTIONAL RESPONSIBILITY:** Sets up sound recording equipment for location and soundstage productions. Records all produc-



tion audio and keeps daily sound logs. Maintains and troubleshoots audio equipment during productions.

**MINIMUM GENERAL EXPERIENCE:** 4 years of experience as a sound engineer on film and video projects. Has extensive knowledge and experience in using the majority of professionally recognized brands of audio equipment specialized for film production.

**MINIMUM EDUCATION:** BA in audio production

**Job Title: Special Effects Tech**

**FUNCTIONAL RESPONSIBILITY:** Designs and co-ordinates special effects such as fires, explosions and crashes. Can be a dangerous position and requires them to be in contact with hazardous chemicals, flying particles, falling objects, fires and explosions.

**MINIMUM GENERAL EXPERIENCE:** 7 years of experience in film and video production or live performance

**MINIMUM EDUCATION:** BA in broadcast, theatre arts, film or video production

**Job Title: Steadicam Operator**

**FUNCTIONAL RESPONSIBILITY:** Operates a Steadicam to ensure shots meet the expectations of the Director and Producer.

**MINIMUM GENERAL EXPERIENCE:** 8 years of experience as a camera operator.

**MINIMUM EDUCATION:** BA in film or video production with special training in Steadicam operation

**Job Title: Still Photographer I**

**FUNCTIONAL RESPONSIBILITY:** Documents the production by taking still photographs. These pictures are used for documentary and publicity purposes. Specific duties will include taking pictures of set operations, poster shots, portraits, etc.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a still photographer for events, photojournalism, and portraits. Has a working knowledge of PhotoShop.

**MINIMUM EDUCATION:** BA in photography

**Job Title: Still Photographer II**

**FUNCTIONAL RESPONSIBILITY:** Creates storytelling images that are creative and have a high-degree of visual impact for production or promotional purposes.

**MINIMUM GENERAL EXPERIENCE:** 5 years of experience as a still photographer for events, photojournalism, and portraits. Has an extensive knowledge of PhotoShop and how to use the program for creative photo manipulation.

**MINIMUM EDUCATION:** BA in photography

**Job Title: Technical Director / Switcher**

**FUNCTIONAL RESPONSIBILITY:** Mixes various video and audio sources by pushing buttons on the control room audio/video switcher. Takes cues from the Director as to which button to push and when for any sources such as cameras or playback deck, fading and mixing sources.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in broadcasting.

**MINIMUM EDUCATION:** BA in broadcast

**Job Title: Teleprompter Operator**

**FUNCTIONAL RESPONSIBILITY:** Obtains the teleprompter script from the producer and downloads it to the teleprompter computer. Sets up the teleprompter and can operate the teleprompter at the talent's request.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** Specialized training as a teleprompter operator

**Job Title: Transcriptionist**

**FUNCTIONAL RESPONSIBILITY:** Provides verbatim transcripts of video or audio content within 48 hours of receiving source material.

**MINIMUM GENERAL EXPERIENCE:** 2 years of transcribing experience. Above average spelling ability.

**MINIMUM EDUCATION:** 2 years of college

**Job Title: Video Production Engineer**

**FUNCTIONAL RESPONSIBILITY:** Responsible for setup of video, audio, projection and all other equipment for sound stage and location productions. Ensures high technical quality of all electronically recorded signals.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in multimedia. Experienced and knowledgeable in wide variety of professionally acceptable electronic equipment and software needed for successful completion of each multimedia project.





**MINIMUM EDUCATION:** Associates degree in a multimedia field

**Job Title: Video Technician**

**FUNCTIONAL RESPONSIBILITY:** Works with the Video Production Engineer to perform specific assignments such as camera shading, prerecorded clip playback, location and studio cabling, etc.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience in video production. Has basic knowledge of all equipment required for a production.

**MINIMUM EDUCATION:** Associates degree in a multimedia field

**Job Title: Wardrobe Supervisor**

**FUNCTIONAL RESPONSIBILITY:** Works with the Costume Designer to purchase «off the shelf» elements needed to complete a character's look as required by the script.

**MINIMUM GENERAL EXPERIENCE:** Progressive related experience.

**MINIMUM EDUCATION:** High school diploma or equivalent

**Job Title: Writer I**

**FUNCTIONAL RESPONSIBILITY:** Capable of understanding client's objectives and goals and converting them into written scenes, dialogs and actions. Has good writing skills and clear expression of ideas. Writes text for graphic designs and titles. Operates computer word processing program, uses email and has web-searching skills.

**MINIMUM GENERAL EXPERIENCE:** 3 years of experience writing documents and scripts for media-based projects such as multimedia productions, video and/or film productions, live events, interactive training, speech writing, and website productions. Experienced in using MS Word program.

**MINIMUM EDUCATION:** BA in English, scriptwriting, media writing, or related field

**Job Title: Writer II**

**FUNCTIONAL RESPONSIBILITY:** Capable of understanding client's objectives and goals and converting them into written scenes, dialogs and actions. Has excellent writing skills and clear expression of ideas. Writes text for graphic designs and titles. Operates computer word processing program, uses email and has web-searching skills.

**MINIMUM GENERAL EXPERIENCE:** 6 years of experience writing documents and scripts for media-based projects such as multimedia productions, video and/or film productions, live events, interactive training, speech writing, and website productions. Experienced in using MS Word program.

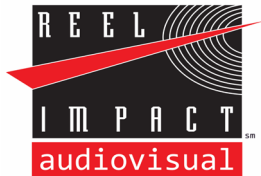
**MINIMUM EDUCATION:** BA in English, scriptwriting, media writing, or related field

**Job Title: Writer III**

**FUNCTIONAL RESPONSIBILITY:** Capable of understanding client's objectives and goals and converting them into written scenes, dialogs and actions. Has excellent writing skills and clear expression of ideas. Writes text for graphic designs and titles. Operates computer word processing program, uses email and has web-searching skills.

**MINIMUM GENERAL EXPERIENCE:** 10 years of experience in writing documents and scripts for media-based projects such as multimedia productions, video and/or film productions, live events, interactive training, speech writing, and website productions. Experienced in using MS Word program.

**MINIMUM EDUCATION:** BA in English, scriptwriting, media writing, or related field



# Other Direct Costs (ODCs)

SIN	Support Item	Price Offered to GSA (including .75% IFF)
541810ODC	4-Channel Audio Mixer	\$ 19.85
541810ODC	8-Channel Audio Mixer	\$ 39.70
541810ODC	16-Channel Audio Mixer	\$ 99.24
541810ODC	24-Channel Audio Mixer	\$ 198.49
541810ODC	32-Channel Audio Mixer	\$ 198.49
541810ODC	sub woofer	\$ 49.62
541810ODC	lg powered speaker with stand	\$ 49.62
541810ODC	Floor Wedge Speaker	\$ 49.62
541810ODC	small sound system	\$ 297.73
541810ODC	med sound system	\$ 595.47
541810ODC	Large sound system	\$ 1,488.66
541810ODC	Lectern Microphone	\$ 59.55
541810ODC	UHF Wireless Microphone Combo (with Lavalier)	\$ 124.06
541810ODC	Handheld Wireless Microphone System	\$ 124.06
541810ODC	Wired XLR Microphone	\$ 29.77
541810ODC	Headworn Wireless	\$ 59.55
541810ODC	shotgun mic	\$ 29.77
541810ODC	Power Conditioner	\$ 49.62
541810ODC	Equalizer	\$ 39.70
541810ODC	Balanced Audio Box	\$ 19.85
541810ODC	Cabling Package	\$ 74.43
541810ODC	Channel Mic Snake-digital	\$ 99.24
541810ODC	Headphones	\$ 4.96



SIN	Support Item	Price
541810ODC	Digital Audio Recorder	\$ 49.62
541810ODC	Laptop Computer w/ Latest Office Software	\$ 124.06
541810ODC	Laptop Computer w/ Latest Office Software	\$ 248.11
541810ODC	S130 Desktop Server	\$ 148.87
541810ODC	Cabling Package for Laptop	\$ 9.92
541810ODC	Wireless Remote Control System for PowerPoint	\$ 39.70
541810ODC	PowerPoint Remote	\$ 34.74
541810ODC	name badge printer	\$ 74.43
541810ODC	LaserJet Color Printer	\$ 74.43
541810ODC	ClearCom Base Station	\$ 99.24
541810ODC	ClearCom Headset and belt pack	\$ 24.81
541810ODC	Conference Phone	\$ 248.11
541810ODC	Mult Box for Press	\$ 148.87
541810ODC	Audience Response System	\$ 297.73
541810ODC	ARS Keypads	\$ 9.92
541810ODC	Walkie-talkie	\$ 49.62
541810ODC	Source 4 Can - 750 Watt	\$ 24.81
541810ODC	Ellipsoidal Gobo Light	\$ 49.62
541810ODC	small stage wash	\$ 694.71
541810ODC	medium stage wash	\$ 893.20
541810ODC	large stage wash	\$ 1,488.66
541810ODC	LED bars	\$ 49.62
541810ODC	LED fixtures	\$ 49.62
541810ODC	Hog lighting controller	\$ 248.11
541810ODC	Light Tree Stand	\$ 148.87
541810ODC	Moving Head Fixture	\$ 248.11
541810ODC	Follow spot	\$ 148.87
541810ODC	DMX cabling	\$ 74.43
541810ODC	DLP Projector 3200 Lumens	\$ 297.73
541810ODC	LCD Projector 4000 Lumens	\$ 396.98
541810ODC	LCD Projector 6500 Lumens	\$ 992.44



SIN	Support Item	Price
541810ODC	DLP Projector - 10K Lumens	\$ 2,481.11
541810ODC	LCD wide and/or long lens	\$ 148.87
541810ODC	DLP wide and/or long lens	\$ 396.98
541810ODC	Projector stand w/ skirt	\$ 29.77
541810ODC	Tripod Screen 6'x8'	\$ 99.24
541810ODC	Tripod Screen Dress Kit	\$ 29.77
541810ODC	Front/Rear 9x12 Screen	\$ 198.49
541810ODC	9x12 dress kit	\$ 49.62
541810ODC	Front/Rear 10.5x14 Screen	\$ 396.98
541810ODC	10.5x14 dress kit	\$ 49.62
541810ODC	Front/Rear 18x24 Screen	\$ 595.47
541810ODC	18x24 dress kit	\$ 49.62
541810ODC	10x40 rear fabric	\$ 694.71
541810ODC	DSR-570 Broadcast Camera	\$ 396.98
541810ODC	HPX-500 HD Camera	\$ 496.22
541810ODC	Heavy Duty Fluid-head Tripod	\$ 99.24
541810ODC	Light Duty Fluid-head Tripod	\$ 49.62
541810ODC	Studio Monitor w/ Lens Control	\$ 79.40
541810ODC	CCU - Camera Control Unit	\$ 64.51
541810ODC	RGBHV matrix switcher 8 ins/ 4 outs	\$ 471.41
541810ODC	RGBHV matrix switcher 4 ins/ 2 outs	\$ 297.73
541810ODC	Video Scan Converter	\$ 89.32
541810ODC	DFX camera switcher	\$ 297.73
541810ODC	4 channel switcher	\$ 297.73
541810ODC	17" Program/ Preview Monitor	\$ 34.74
541810ODC	Black Pipe & Drape	\$ 16.87
541810ODC	Navy Pipe & Drape	\$ 14.89
541810ODC	spandex panels	\$ 198.49
541810ODC	Wave Wall Tall 10Wx12Hx3D	\$ 595.47
541810ODC	Wave Wall Extra Tall	\$ 694.71
541810ODC	Continental Divide	\$ 1,190.93



SIN	Support Item	Price
541810ODC	Tech Table Pipe & Drape	\$ 74.43
541810ODC	HVR-1500 Player/ Recorder	\$ 248.11
541810ODC	184 min. DVCam Tape	\$ 39.70
541810ODC	CD - 700MB	\$ 9.79
541810ODC	500GB External Hard Drive	\$ 297.73
541810ODC	Academy stairs	\$ 496.22
541810ODC	4x8 deck 24"-36"	\$ 148.87
541810ODC	stairs	\$ 49.62
541810ODC	hand rails	\$ 49.62
541810ODC	12" Box Truss 10'	\$ 19.85
541810ODC	Box Truss base	\$ 9.92
541810ODC	12" Box Truss 5'	\$ 49.62
541810ODC	Plasma podium with computer iso feed	\$ 396.98
541810ODC	clear acrylic podium	\$ 297.73
541810ODC	wooden podium	\$ 198.49
541810ODC	flip chart w/ markers and pad	\$ 49.62
541810ODC	sign easel	\$ 29.77
541810ODC	flip chart pad	\$ 29.77
541810ODC	laser pointer - green	\$ 24.81
541810ODC	speaker timer kit	\$ 74.43
541810ODC	A/C Power Strip	\$ 9.92
541810ODC	A/C Power cord	\$ 4.96
541810ODC	batteries, gaff tape, safety tape	\$ 99.24
541810ODC	SD Card	\$ 39.70
541810ODC	Jump/Flash Drive	\$ 19.85
541810ODC	External hard drive	\$ 297.73
541810ODC	4000W LTM HMI	\$ 148.87
541810ODC	2500W LTM HMI	\$ 129.02
541810ODC	1200W LTM HMI	\$ 99.24
541810ODC	1200W LTM HMI Cine Par with 5 lens set	\$ 119.09
541810ODC	575W LTM HMI Cine Par with 4 lens set	\$ 89.32





SIN	Support Item	Price
541810ODC	200W Mini Mole	\$ 9.92
541810ODC	5K Sky Pan	\$ 49.62
541810ODC	2K Zip Soft Light	\$ 21.83
541810ODC	Quartz Light Kit	\$ 297.73
541810ODC	1500W Dimmer	\$ 9.92
541810ODC	2000W Dimmer	\$ 14.89
541810ODC	30-volt Sun Gun	\$ 39.70
541810ODC	12'x12' Portable Green Screen	\$ 59.55
541810ODC	Camera Dolly Package	\$ 570.65
541810ODC	HPX-500 HD Camera	\$ 496.22
541810ODC	XDCAM HD Camera	\$ 893.20
541810ODC	HPX-250 HD Camera	\$ 396.98
541810ODC	Cinema Epic HD Camera	\$ 1,488.66
541810ODC	Digibeta DVW-790WS Camera	\$ 1,091.69
541810ODC	Teleprompter w/ Operator	\$ 883.27
541810ODC	Location Sound Package	\$ 148.87
541810ODC	HVR-1500 Player/ Recorder	\$ 248.11
541810ODC	Utility Van	\$ 107.18
541810ODC	Editing Studio Only	\$ 198.49
541810ODC	Broadcast Resolution Editing	\$ 153.83
541810ODC	Sound Effects Usage - Outside Session	\$ 19.85
541810ODC	Conversion Gel Filters	\$ 147.87
541810ODC	Conversion Gel Filters	\$ 9.92
541810ODC	Diffusable Materials	\$ 136.96
541810ODC	Diffusable Materials	\$ 7.94
541810ODC	Colored Gels	\$ 9.92
541810ODC	Colored Gels	\$ 3.97
541810ODC	Black Cine Foil	\$ 26.80
541810ODC	Fog Fluid	\$ 64.51
541810ODC	White/White Foam Core - 4'x8'	\$ 14.89
541810ODC	Black/White Show Card - 30"x40"	\$ 5.95



SIN	Support Item	Price
541810ODC	Gaffer's Tape	\$ 16.87
541810ODC	DVD-Recordable 4GB	\$ 6.67
541810ODC	CD 700MB	\$ 9.80
541810ODC	Flash Drive 4GB	\$ 29.77
541810ODC	Hard Drive 1TB	\$ 297.73
541810ODC	Power Order	\$ 1,976.11
541810ODC	Internet Order	\$ 7,387.50



Department of Veterans Affairs officials speak at an R&D Week panel discussion at the VA Central Office in Washington, DC

REEL IMPACT Audiovisual has supported  
GSA's FedFleet training since 2015



# ODC

# Descriptions

4-Channel Audio Mixer	Shure – Live audio mixing for small rooms
8-Channel Audio Mixer	Behringer – Live audio mixing for small-medium rooms
16-Channel Audio Mixer	Allen & Heath – Live audio mixing for medium-large rooms
24-Channel Audio Mixer	Allen & Heath – Live audio mixing for large rooms or outdoor venues
15" Powered Speaker	JBL/Eon – Audience speakers
Floor Wedge Speaker	JBL/Eon – Stage monitors
Lectern Microphone	AKG – For podiums and lecterns
UHF Wireless Microphone Combo (with Lavalier)	Audio-technica – Clip-on or handheld wireless
Handheld Wireless Microphone System	Audio-technica – Handheld wireless only
Wired Podium Microphone	Audio-technica – Microphone wired to plasma screen podium
Wired XLR Microphone	Audio-technica – Wired microphone for stationary applications
Digital Processor	DBX – Audio processing for live events
Power Conditioner	Furman – Conditions venue power for use with audiovisual equipment
Equalizer	Klark Teknik – Equalizes live audio
Balanced Audio Box	LTI – Balances audio and electric signal input/output
XLR Cabling Package	Cables2Go – Cabling for microphones, mixers, and speakers
16-Channel 100' Mic Snake	Full Compass – For use with multiple microphones

Channel Mic Snake	Rapco – For use with multiple microphones
Laptop Computer w/ Latest Office Software	Lenovo – For PowerPoint playback and other live presentations
Laptop Computer w/ Latest Office Software	Dell – For PowerPoint playback and other live presentations
S130 Desktop Server	PowerSpec – Server for portable computer labs
Cabling Package for Laptop	Cables2Go – VGA, Cat-5/6, and power cables for laptops
Wireless Remote Control System for PowerPoint	D'San – Remote system more robust than a normal hand remote
PowerPoint Remote	Kensington – For use in breakout rooms
Black & White Printer/Copier	Canon – Used in staff offices at conferences
LaserJet Color Printer	Hewlett Packard – Used in staff offices at conferences
Conference Phone	Polycom – For small-group teleconferencing
Two-way PTT Radio	Motorola – For use by tech crew or conference planners
PTT Base Station	Motorola – For use with PTT radios
ClearCom Base Station	ClearCom – Wired intercom system for use by tech crew
ClearCom Headset and belt pack	ClearCom – Wired intercom set for use by tech crew
Themed PowerPoint Screen Warmers (5-15 Screens)	Reel Impact – PowerPoint slides with welcome messages to be played between presentations in plenary room



Animated Screen Warmers (single animation)	Reel Impact – 2-D animation of conference logo or similar to play between presentations in plenary room
Full-Color Banner 5'x10'	Reel Impact – Vinyl conference banner, custom-printed
Conference Sign 24"x36" on Foam Core	Reel Impact – Custom-printed schedule or directional sign to be displayed on an easel
3-tier Free-standing Schedule Sign	Reel Impact – Custom-printed paper signs to be inserted into our free-standing schedule sign
Custom Gobo (cut metal)	Reel Impact – Cut gobo to be projected during conference or event
Custom Gobo (color printed)	Reel Impact – Color gobo to be projected during conference or event
Source 4 Can - 750 Watt	ETC – Stage wash light for small rooms
Pin Spot	American DJ – Narrow-range light for special effects or spotlighting
Ellipsoidal Gobo Light	Lieko – Light for projecting gobos
Stage Lights	Lieko – Stage wash lights
LED Light Bar	American DJ – Color-programmable special effects light
LED Backlight Can	American DJ – Color-programmable light for backdrop uplighting
Uplight Cans	American DJ – Single-color light for backdrop uplighting
Dimmer Control Console	Leprecon – Control console for plenary room lights
1000w Dimmer Control Pack	Leviton – Dimmer pack for multiple lights
16-Channel Dimming Console	NSI – Dimming console for entire stage light setup
Light Tree Stand	Ultimate Support – Lighting truss

Moving Head Fixture	American DJ – Remote-control fixture for projecting gobos or special effects lighting
CD Player/Burner	Tascam – Onsite CD burner with playback
DVD Player	Pioneer – For playback of DVDs during training
DVD Burner	LiteOn – Onsite DVD burner for instant DVDs
DLP Projector - 10K Lumens	Christie – Large projector for long throw
DLP Projector - 6500 Lumens	Christie – Large projector for long throw
LCD Portable Projector - 3200 Lumens	Sharp – Projector for small rooms
Front or Rear Projection Screen 9'x12'	Da-lite – Small projection screen for image magnification
Front or Rear Projection Screen 13'x17'	Da-lite – Large projection screen for image magnification
Front or Rear Projection Screen 16'x21'	Da-lite – Very large projection screen for image magnification
Tripod Screen 6'x8'	Da-lite – Large tripod screen for breakout rooms
Tripod Screen 60"x60"	Da-lite – Small tripod screen for small breakout sessions
Dress Kit for Front or Rear Projection Screen	Da-lite – Black drape kit for plenary room projection screens
Tripod Screen Dress Kit	Da-lite – Black skirt drape for tripod screens
Projector Stand w/ Skirting	Da-lite – Stand for small projectors including skirting to hide cables
LCD Confidence Monitor	NEC – Monitor for speakers to see their PowerPoint or teleprompter script

Cabling and Distribution System for Projectors	Full Compass – Cat-5/6 cabling and extension boxes for projection
Laser Pointer	Green or red laser pointer for use with projection screens
Clock Timer	Large timer for speakers to see how long they've been speaking
Wave Tunnel 18'x11'x10'	
Wave Wall Tall 10Wx12Hx3D	
Wave Wall Extra Tall	
Continental Divide	
Small Slope	
DSR-570 Broadcast Camera	Sony – Large camera for live broadcast and Beta SP recording
HPX-500 HD Camera	Panasonic – Large HD camera for news reporting, live broadcast, digital recording
DV-550 Digital Camera	JVC – SD camera for DVCAM recording
Heavy Duty Fluid-head Tripod	Sachtler – Large tripod for stationary cameras
Multi-format Seamless Graphic Switcher	Analog Way – Switcher for seamless changes between computers, DVD players, and other inputs
PVW2800 Beta Recorder Deck	Sony – Recording deck for Beta SP video
Video Scan Converter	Matrox – Scan converter for transferring between video formats
Studio Monitor w/ Lens Control	Sony – Monitor mounted on camera with control of zoom and focus

19" Color Monitor - Teleprompter View Monitor	Sony – Monitor for use by a live teleprompter
17" Program/ Preview Monitor	Sony – Monitor for a staff office or ready room
RGB Distribution Amplifier	LTI – Video amplifier for sending signals over a distance
CCU - Camera Control Unit	Sony – Control unit allowing for hands-off control of cameras for broadcast
CCU - Control Cable per Meter	Full Compass – Cable between CCU and cameras
DV/HDV Tape Record Deck	Sony – Deck for recording SD and HD DVCAM and DV tape
Spider Platform	
184 min. DVCam Tape	Sony – Over 3 hours of tape for conference recording
Blu-ray Disc - 25 GB	Sony – High-capacity storage disc for video, music, and programs
Dual-layer DVD - 8GB	Sony – Higher-capacity DVD for video, music, and programs
DVD - 4GB	Sony – Storage disc for video, music, and programs
CD - 700MB	Toshiba – Storage disc for music or data
500GB External Hard Drive	Other World Computing – Formatted hard drive for high-capacity storage between computers
Scissor Lift	Lift for setup and teardown
LCD Display Lectern	Sony – Monitor for front of podium, displaying conference logo or looped animation
48" LCD Digital Sign w/ Portable Stand	NEC – Large screen on pop-up stand for digital schedule
Easel Flip Chart	Da-lite – Flip chart including Post-It paper and markers for breakouts





A/C Power Strip	Strip for multiple items plugged into the same outlet	1K Baby Baby	Mole Richardson – Small film light
Gray Pipe & Drape	Georgia Stage – Heavy-duty pipe and drape	200W Midget	Mole Richardson – Portable key light
Black Pipe & Drape	Georgia Stage – Heavy-duty pipe and drape for stage and booths	200W Mini Mole	Mole Richardson – Portable key light
Navy Pipe & Drape	Georgia Stage – Heavy-duty pipe and drape	Nine-light Mole Par	Mole Richardson – Row of small film lights
Rigging		8K Super Soft Light	Mole Richardson – Fill light
Sound Stage Rental - Shoot or Lighting Day	Rental of Reel Impact sound stage for shooting or setup of lighting/sound with crew	5K Sky Pan	Mole Richardson – Fill light
Sound Stage Rental - Set Construction Day	Rental of Reel Impact sound stage for set construction	5K Sky Pan	Bardwell McAllister – Fill light
4000W LTM HMI	Luxarc – High-powered film light	4K Soft Light	Colortran – Fill light
2500W LTM HMI	Luxarc – High-powered film light	2K Zip Soft Light	Mole Richardson – Fill light
1200W LTM HMI	Luxarc – High-powered film light	1K Mickey Mole	Mole Richardson – Fill light
1200W LTM HMI Cine Par with 5 lens set	Luxarc – High-powered film light with adjustable focus lenses	3-light/Cyc Lights	Colortran – Backlights
575W LTM HMI Cine Par with 4 lens set	Luxarc – Film light with adjustable focus lenses	6-light/Cyc Lights	Colortran – Backlights
5850W 9 Light Molefay Tungsten	Mole Richardson – Film light with warm tones	12-light/Cyc Lights	Colortran – Backlights
10K Baby Tener	Mole Richardson – Film light	2K Mole Lipso	Mole Richardson – Ellipsoidal for film
5K Baby Senior	Mole Richardson – Film light	1500W Dimmer	Leviton – Dimmer control for medium-sized lighting setups
2K Baby Junior	Mole Richardson – Small film light	2000W Dimmer	Leviton – Dimmer control for large lighting setups
		30-volt Sun Gun	Frezzolini – Small, camera-mounted light
		12'x12' Portable Green Screen	Westcott – Foldable green screen for on-location shooting
		5500W Generator w/ Electronic Speed Control	Honda – Generator for on-location power generation



5500W Generator	Honda – Generator for on-location power generation
Fog Machine	Rosco – Fog machine for special effects
Camera Dolly Package	Chapman – Package for smooth camera movements
Camera Car Package	Car and mount for a camera that moves quickly with the subject
Doorway Dolly	Matthews – Dolly package for smooth camera movements
Sled Dolly Kit	Porta-Glide – Dolly package for smooth camera movements
Helicopter, Mounts, and Pilot	Helicopter setup for high-up shots
Crane and Mounts	Piccolo – Crane setup for high-to-low shots
Steadicam	Steadicam – Shoulder-mount system for gliding camera movement
HPX-500 HD Camera	Panasonic – Broadcast-style camera with digital storage
XDCAM HD Camera	Sony – Portable HD camera for on-location shooting
HM600 HD Camera	JVC – Portable HD camera for on-location shooting
HPX-250 HD Camera	Panasonic – Portable HD camera for on-location shooting
XA20 HD Camera	Canon – Digital HD camera with card storage
Cinema Epic HD Camera	RED – High-definition professional camera
Digibeta DVW-790WS Camera	Sony – Broadcast-style camera recording to Beta SP
HDW 700A Camera Package	Sony – Professional HD camera
News-style Light Kit	Arrilite – Portable light kit for quick setups
Teleprompter w/ Operator	Teleprompter for live script reading

Location Sound Package	Lectrosonics – Sound recording system for field use
Field Sound Mixer	Shure – On-the-fly audio mixer
Wireless Microphone	Audio-technica – Lavalier microphone for video production
Walkie-talkie	Motorola – Radios for crew communication
Mobile Phone (data not included)	AT&T – Mobile phone for multiple applications in the field
Beta SP Player/Recorder	Sony – Recorder and playback for Beta SP video
HVR-1500 Player/Recorder	Sony – DVCAM, DV, and HDV video recording and playback
Utility Van	For transport of equipment to shooting location
Integrated Production Suite	Final Cut Pro production suite including audio, color correction, animation, and other tools
Editing Studio Only	Final Cut Pro production suite for simple editing only
Broadcast Resolution Editing	Editing at SD resolution
Digitization	Transfer of analog video and audio into a digital editing system
Down-time Render	Render monitoring during non-edit periods
Graphic Design (includes design suite and designer)	Design of graphics for video use
Scanning of Art/Print	Scanning of client-provided artwork
Programming for Interactive CD-ROM	Programming of small-scale training programs and other interactive content



Video Compression for CD-ROM	Video compression for low-resolution playback	Cotton Sash Cord - 100ft	For tying on a video or film set
Video Compression for Streaming	Video compression for web playback	Fog Fluid	Rosco – Fluid for special effects fog machine
Audio Suite w/ Engineer - Digital 2-Track Recording or VO	Recording of voiceover or single musician in Reel Impact sound booth	C-47s	Clothespins
Audio Suite w/ Engineer - Digital Workstation	Audio editing and mixing with a professional engineer	Clear Visqueen 4-mil. 10'x100'	Black sheeting with a slight reflective surface for video use
Audio Suite w/Engineer - Mixing/ Sweetening w/sync-locked Picture	Audio editing and mixing to sync with video	White/White Foam Core - 4'x8'	Large white card for reflecting light
Audio Digitization	Transfer of analog audio (i.e. tape) into digital system	Black/White Foam Core 4'x8'	Large card with one side for reflecting and the other for blocking
Sound Effects Usage - Unlimited Usage for Single Session	Usage of sound effects library during an editing session	Black/White Show Card - 30"x40"	Small card with one side for reflecting and the other for blocking
Sound Effects Usage - Outside Session	Per effect chosen for a project	Special Spray Kit	
Conversion Gel Filters	Gel filters to change color temperature	Adhesive Tape Selection	Duct tape, Scotch tape, or masking tape
Diffusable Materials	Diffusion filter for film lights	Seamless Paper	A long roll of paper for creating backdrops
Colored Gels	Gel filters for color effects	Hand-painted Seamless Paper	Painted paper backdrop
Black Cine Foil	Masks light leaks	Blue Paint	Ultimatte – Paint for large blue screen background
Black Duva Tyne	Covers background objects with neutral black	Green Paint	Ultimatte – Paint for large green screen background
		Cyc Paint - Gray or White	Glidden – Pain for infinity white or gray background
		Gaffer's Tape	Uline – Low-residue black, yellow, or white tape for video and event production
		Builders' Paper - 36"x140"	
		Protective Booties	
		DVCAM tape up to 90 minutes	Panasonic – Digital tape for SD video production

HD Cam Tape - 64 minutes	Sony – HD video tape
SD Card 2GB	Kingston – Card for holding video footage
SD Card 4GB	Kingston – Card for holding video footage
DVD- Recordable 4GB	Sony – DVD for mastering of final video or interactive content
CD- Recordable 650MB	Toshiba – CD for mastering of final audio or interactive content
Flash Drive 4GB	Kingston – Drive for transferring footage between computers
Hard Drive 1TB	Other World Computing – Drive for holding entire projects
Videotaped Digital Backgrounds	Reel Impact-created backgrounds using taped segments
Animated Digital Backgrounds	Reel Impact-created backgrounds using animation
Graphic Design Still Backgrounds	Reel Impact-created still graphical backgrounds
High- Resolution Stock Photo Images	Reel Impact-created photographic backgrounds
Video and DVD Closed Captions (Pop-on w/o Transcript)	Reel Impact – Closed captioning for Section 508 compliance
Video and DVD Closed Captions (Pop-on w/ Transcript)	Reel Impact – Closed captioning for Section 508 compliance
CD-ROM Closed Caption Programming	Reel Impact – Closed captioning for Section 508 compliance



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